

**AGENDA for a Regular Meeting
of the Board of Trustees of the Town of Fairplay, Colorado
Monday, July 6, 2020 at 6:00 p.m. at the Fairplay Town Hall Meeting Room
901 Main Street, Fairplay Colorado AND virtually via GoToWebinar**

Virtual Access Information to Join via Internet:

<https://attendee.gotowebinar.com/register/1299879338231078928>

Connect via Phone: Dial (562-247-8422)

Enter Access Code 352-548-420

PLEASE SEE DETAILED INSTRUCTIONS AT THE END OF THE AGENDA

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. CONSENT AGENDA** *(The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.)*
 - A. APPROVAL OF MINUTES** –June 15 and June 29, 2020.
 - B. APPROVAL OF EXPENDITURES**—Approval of bills of various Town funds in the amount of \$74,281.08
- VI. CITIZEN COMMENTS**
- VII. PUBLIC HEARINGS**
 - A.** Consideration of a Special Events Liquor License as applied for by Park County for the Park County Fair
 - B.** Consideration of a Variance to the Height Requirements as Requested by the Middle Fork RV Park for Sign Installation
 - C.** Consideration for the expansion of the Existing Special Use Permit held by the Middle Fork RV Park to Allow Long Term Rentals October-May
- VIII. UNFINISHED BUSINESS**
 - A.** Other Discussion Items
- IX. NEW BUSINESS**
 - A.** Review of Audit Services Proposal from Mayberry and Company, LLC.
 - B.** Other New Business
- X. BOARD OF TRUSTEE AND STAFF REPORTS**
- XI. WORKSESSION**
 - A.** Discussion Regarding Expansion Plans for the Middle Fork RV Park
- XII. ADJOURNMENT**

Upcoming Meetings/Important Dates

Regular Board Meeting
Regular Board Meeting

July 20, 2020
August 3, 2020

This agenda may be amended.

Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, July 2, 2020.

How to Participate in Virtual Meetings Using GoToWebinar

To help control the spread of the COVID-19 virus the Town of Fairplay will be conducting Town Board meetings both virtually and in person encouraging public participation as usual. These efforts will keep the community, elected officials, staff and residents safe while continuing to conduct important Town business

The Town will be using a virtual meeting format, in conjunction with the usual in person format, for the Town Board of Trustee meetings until further notice and will be utilizing GoToWebinar for the virtual component. To comply with State and County COVID-19 guidelines there will be a limited number of individuals allowed in the meeting room at one time. There will be additional overflow seating provided and **attendees will be asked to wear masks if attending in person**. The public may also participate virtually and the instructions below are provided to describe the various ways this can happen.

*****If you have any symptoms of COVID-19 or are feeling unwell, please attend our meetings virtually. If you are exhibiting symptoms you will be asked to leave the meeting room.*****

The link which will allow you to register for the meeting will be posted on the Town of Fairplay website, www.fairplayco.us under the "Mayor and Board of Trustees" tab and on the most recent agenda. On the most recent agenda there will be a link. Once you follow the link you will need to register for the meeting by providing your full name and email address. **Once you register, you will receive an email with a link and phone number you can use to join the meeting by web or by phone.**

Please note that if you plan to call into the meeting by phone **you must email your public comments to info@fairplayco.us by 4:30pm the day of the meeting.**

TO COMMENT IN ADVANCE IF YOU ARE PLANNING TO ATTEND BY TELEPHONE OR PHONE APP:

- Email info@fairplayco.us to submit your question/comment.
 - **Please be aware that if you join by telephone or phone app you will not be able to ask questions, participate in public hearings or make comments via voice. All public comments must be emailed prior to 4:30pm.**
 - Your comments will be included in the record and read at the appropriate time during the meeting.

This agenda may be amended.

Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, July 2, 2020.

TO JOIN THE MEETING BY TELEPHONE OR PHONE APP:

- You will need to register for the meeting via the link provided on the agenda and located on the Fairplayco.us website under “Mayor and Board of Trustees” and on the most recent agenda. You will see a link on the agenda to the registration page. Please enter your full name. After you fill out this form you will be sent an email that will provide instructions on how to join the meeting. **You are encouraged to do this ahead of time.**
- Join the live meeting through the instructions GoToWebinar sent to your email address after you followed the step above and registered.
- **If you are joining by telephone you will be required to enter an access code which is located below the “join in” phone numbers. Please note that you must complete the registration prior to receiving the call-in number and access code.**
- You will be joined to the meeting and automatically muted.

JOINING THE MEETING BY WEB AND COMMENTING:

- Join the live meeting through the instructions above.
- You will be joined to the meeting and automatically muted.
- You will be able to comment and/or ask questions by “chat” if attending by internet.
- You will be unmuted in certain cases, such as public hearings or at the Boards request, and able to speak directly to the Board and audience. **Please note you will still need to notify the moderator of your desire to speak via the “raised hand” feature or by commenting to organizers via the chat.**

HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE:

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installations
 - Please be aware when downloading GoToWebinar to ensure you are on the official website. Scammers have been setting up downloads which, at first glance, appear to be run by GoToWebinar, but in actuality are not and can give a virus to your computer.
- Turn off nearby cellphones if you are using a computer to connect.
- Using a headset or headphones is recommended if listening online.
- **Only** have the virtual meeting application on your computer. If you are running other programs like email or have additional websites open in your browser, it may interfere with your ability to hear or see the information. For best results close all other windows and applications.
- Please limit distractions when possible—i.e. background noise, conversations with others, etc. when you are unmuted.
- Video streaming is a relatively new technology so please be mindful of the following things when connecting via the internet.
 - If you have an older computer, you may be better served by calling in by telephone.
 - If your internet is not reliable consider calling in by telephone

This agenda may be amended.

Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, July 2, 2020.

**MINUTES OF THE REGULAR MEETING OF THE
FAIRPLAY BOARD OF TRUSTEES
Monday, June 15, 2020**

CALL TO ORDER REGULAR MEETING OF THE BOARD OF TRUSTEES

The Regular Meeting of the Board of Trustees for the Town of Fairplay was called to order at 6:04 p.m., and was held virtually via GoToWebinar, by Mayor Frank Just who proceeded with the pledge of allegiance, followed by the roll call which was answered by Trustees Scott Dodge, Trustee Josh Voorhis and Trustee Cindy Bear. Trustee Stapp was absent. Also in attendance were Town Administrator Tina Darrah, Town Treasurer Kim Wittbrodt, Director of Public Works Jim Brown and Assistant Town Administrator Mason Green.

AGENDA ADOPTION

Motion #1 by Trustee Dodge, seconded by Trustee Voorhis, that the agenda be adopted as presented. Motion carried unanimously

CONSENT AGENDA (*The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.*)

A. APPROVAL OF MINUTES –May 18 and May 27, 2020.

B. APPROVAL OF EXPENDITURES—Approval of bills of various Town funds in the amount of \$241,270.83

Motion #2 by Trustee Dodge, seconded by Trustee Voorhis, that the consent agenda be adopted as presented. A roll call vote was taken: Dodge – yes, Just – yes, Voorhis – yes, Bear – yes. Motion carried unanimously. Trustee Stapp absent.

CITIZEN COMMENTS

Assistant Town Administrator Mason Green informed the Board that staff had received no requests to speak at citizen comment.

PRESENTATION

Tim Mayberry, of Holscher, Mayberry & Co., presented the Town of Fairplays 2019 financial audit to the Board. Mr. Mayberry informed them that there were no violations or issues found in the audit. There was a brief discussion.

Motion #3 by Trustee Bear, seconded by Trustee Voorhis, that the Board approve the 2019 financial audit. A roll call vote was taken: Dodge – yes, Just – yes, Voorhis – yes, Bear – yes. Motion carried unanimously. Trustee Stapp absent.

UNFINISHED BUSINESS

Other Discussion Items

No unfinished business and no other discussion items were offered.

NEW BUSINESS

Should the Board Approve Adoption of Resolution No.21, Series of 2020, entitled, "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, APPROVING A REVOCABLE LICENSE AGREEMENT WITH NICOLE MCCHESENEY/MOUNTAIN ESSENTIALS FOR THE USE OF TOWN OWNED PROPERTY."?

Town Administrator Darrah introduced the topic stating that Ms. McChesney had applied to use a portion of Front Street as a parklet for seating much like other businesses had applied for at the last meeting. She then stated that the Board may want to consider the loss of parking caused by these parklets when approving these agreements in the future.

There was a brief conversation regarding similar actions that other communities were taking to support local businesses including closing a portion of Front Street.

Staff was directed to investigate the potential of closing Front Street to vehicle traffic.

Motion #4 by Trustee Dodge, seconded by Trustee Bear, that the Board Approve Adoption of Resolution No.21, Series of 2020, entitled, "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, APPROVING A REVOCABLE LICENSE AGREEMENT WITH NICOLE MCCHESENEY/MOUNTAIN ESSENTIALS FOR THE USE OF TOWN OWNED PROPERTY." A roll call vote was taken: Dodge – yes, Just – yes, Voorhis – yes, Bear – yes. Motion carried unanimously. Trustee Stapp absent.

Discussion Regarding a Return to in Person Meetings

Town Administrator Darrah introduced the topic stating that this topic had been a requested discussion item as the State of Colorado and Park County continue to re-open from the COVID-19 shutdown.

There was a healthy discussion regarding a return to in person meetings during which each Trustee stated that they would like to return to in person meetings and follow CDC guidelines in doing so.

Staff was directed to develop a plan of what a return to in person meetings would look like and share it with the Board.

OTHER NEW BUSINESS

No additional new business was presented.

BOARD OF TRUSTEE AND STAFF REPORTS

Town Administrator, Tina Darrah – Informed the Board that Town Hall has reopened to the public but that the Visitors Center is still closed. There was a brief discussion regarding how the public will be able to interact with staff.

Director of Public Works, Jim Brown – Reported that the sludge removal had been completed and that Butch Green, Wastewater ORC for the Town would be retiring on July 31st. Additionally Mr. Brown informed the Board there would be a temporary shut off of water to a section of Town on Wednesday 6/17 to perform necessary work.

Interim Police Chief, Bo Schlunsen – Informed the Board that the Black Lives Matter Protest in Town went very well, that the protesters were appreciative of the police involvement and that there were no issues.

Trustee Scott Dodge – Stated that he very much enjoyed the parade in honor of the graduating seniors.

Trustee Cindy Bear – Thanked everyone who had helped to make the graduation for the 2020 Senior class memorable.

Mayor Frank Just – Said that he also was very happy with the efforts to make this graduation memorable and that the Black Lives Matter Protest went well.

WORKSESSION

Design Review for the 521 Castello Ave. Habitat for Humanity Project

The Board of Trustees was shown the preliminary design plans for the Habitat for Humanity Project at 521 Castello Ave. and had a discussion with the project team from Habitat for Humanity. No decisions were made.

ADJOURNMENT

With no additional comments, Mayor Just adjourned the meeting at 7:26 p.m.

ATTEST:

Mason Green, Assistant Town Administrator

Frank Just, Mayor

**MINUTES OF THE SPECIAL MEETING OF THE
FAIRPLAY BOARD OF TRUSTEES
Monday, June 29, 2020**

CALL TO ORDER SPECIAL MEETING OF THE BOARD OF TRUSTEES

A Special Meeting of the Board of Trustees for the Town of Fairplay was called to order at 6:04 p.m., and was held in the Council Chambers at 901 Main Street, by Mayor Frank Just who proceeded with the pledge of allegiance, followed by the roll call which was answered by Trustees Scott Dodge, Josh Voorhis and Eve Stapp. Trustee Bear was absent. Also in attendance was Town Administrator Tina Darrah.

AGENDA ADOPTION

Motion #1 by Trustee Stapp, seconded by Trustee Voorhis, that the agenda be adopted as presented. Motion carried unanimously. (Trustee Bear absent.)

UNFINISHED BUSINESS

Other Discussion Items

No unfinished business and no other discussion items were offered.

NEW BUSINESS

Should the Board Approve Adoption of Resolution No.22, Series of 2020, entitled, "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, AUTHORIZING THE EXECUTION OF A COLLABORATIVE AGREEMENT BETWEEN PARK COUNTY, THE TOWN OF ALMA AND THE TOWN OF FAIRPLAY RELATED TO DISTRIBUTION OF CARES ACT FUNDS."?

Town Administrator Darrah introduced the topic stating that there had been ongoing conversations with Park County regarding the dispersal of the CARES Act funds they had received. Town Administrator Darrah then explained that Park County was allocating a share of the CARES Act funds to the Towns of Alma and Fairplay with \$309,000 coming to the Town of Fairplay.

Motion #2 by Trustee Voorhis, seconded by Trustee Stapp, that the Board Approve Adoption of Resolution No. 22, Series of 2020, entitled, **"A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, AUTHORIZING THE EXECUTION OF A COLLABORATIVE AGREEMENT BETWEEN PARK COUNTY, THE TOWN OF ALMA AND THE TOWN OF FAIRPLAY RELATED TO DISTRIBUTION OF CARES ACT FUNDS."** A roll call vote was taken: Dodge—aye, Stapp—aye, Just—aye, Voorhis—aye. Motion carried unanimously. (Trustee Bear absent.)

OTHER NEW BUSINESS

Discussion Regarding Grant Program for CARES Act Money

Town Administrator Darrah presented a draft plan to the Board about how these funds could be dispersed to support local businesses as well as offset the COVID-19 costs incurred by the Town.

There was a lengthy conversation regarding how to use the CARES Act funds to create the most impact to the business community. Discussion included the structure of a grant program which would provide funds to the Town's business community and also, the creation of an online marketplace that would support local artists, makers and businesses, and the provision of technical assistance to businesses for creation of/ or updates to their websites. It was decided that the business assistance grant funds would be dispersed through two grant cycles with one application opening in July and the other opening in the fall and that the Town would immediately pursue the creation of an online marketplace website.

ADJOURNMENT

With no additional business, Mayor Just adjourned the meeting at 6:51 p.m.

ATTEST:

Tina Darrah, Town Administrator/Clerk

Frank Just, Mayor



MEMORANDUM

TO: Mayor and Board of Trustees
FROM: Kim Wittbrodt, Treasurer
RE: Paid Bills, Financial Statements
DATE: 7/1/2020

Agenda Item: Bills

Attached is the list of invoices paid through July 1, 2020.

Total Expenditures: \$74,281.08

Upon motion to approve the consent agenda, the expenditures will be approved.

Attached are financial statements through May 31, 2020 for all funds.

Please contact me with any questions.

Report Criteria:
 Detail report type printed

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
06/24/2020	16258	American Water Works Ass	membership fee	1	04/28/2020	334.00	517455
Total 78:						334.00	
06/17/2020	16245	Business Connection	copies	1	06/10/2020	11.00	105030
Total 280:						11.00	
07/01/2020	16288	Caselle, Inc	Software Support	1	06/01/2020	439.50	105060
07/01/2020	16288		Software Support	2	06/01/2020	439.50	517206
Total 334:						879.00	
06/29/2020	16275	4 Rivers Equipment	parts	1	06/09/2020	186.64	105625
Total 532:						186.64	
06/17/2020	16247	Dana Kepner Company, In	3" meter water plant	1	06/09/2020	1,460.07	517495
06/24/2020	16262		meter parts	1	06/16/2020	2,451.76	517485
06/17/2020	16247		Parts	1	06/16/2020	739.16	517485
Total 682:						4,650.99	
06/17/2020	16252	Main Street Garage	dodge repair	1	06/05/2020	283.85	105625
06/17/2020	16252		dodge repair	2	06/05/2020	283.85	517242
07/01/2020	16290		windshield-broken by dump	1	06/25/2020	354.58	105625
07/01/2020	16290		battery-skid steer	1	06/30/2020	161.15	105625
Total 1336:						1,083.43	
06/17/2020	16254	Park County School Distric	burro days proceeds	1	06/01/2020	5,000.00	105162
Total 1582:						5,000.00	
06/24/2020	16270	Postal Pros Southwest, Inc	water billing	1	06/05/2020	297.80	517218
Total 1699:						297.80	
06/24/2020	16272	USABlueBook	water maint equip	1	06/10/2020	3,198.41	517465
Total 2176:						3,198.41	
06/29/2020	16280	Verizon Wireless	jet pack	1	06/15/2020	40.01	105130
Total 2212:						40.01	
		Xcel Energy	945 quarry road	1	06/12/2020		517490
06/29/2020	16281		945 quarry road	2	06/12/2020	27.42	517490
06/29/2020	16281		901 main	1	06/18/2020	177.87	105023
06/29/2020	16281		Chlorinator	1	06/18/2020	71.51	517470
06/29/2020	16281		fairplay sign #1	1	06/18/2020	11.61	105640
06/29/2020	16281		747 bogue	1	06/18/2020	10.83	105841
06/29/2020	16281		1800 beaver creek road	1	06/18/2020	1,045.04	517495
06/29/2020	16281		117 silverheels road	1	06/18/2020	10.72	105841

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
06/29/2020	16281		501 main	1	06/18/2020	315.97	105195
06/29/2020	16281		850 hathaway	1	06/19/2020	264.85	105186
07/01/2020	16293		san plant	1	06/22/2020	3,854.82	517680
07/01/2020	16293		1190 castello	1	06/23/2020	100.24	105650
07/01/2020	16293		200 2nd street	2	06/23/2020	97.79	517470
07/01/2020	16293		157 6th st	3	06/23/2020	59.40	105640
07/01/2020	16293		156 5th street	4	06/23/2020	10.72	105640
07/01/2020	16293		589 beach road	5	06/23/2020	10.72	105841
07/01/2020	16293		419 front	6	06/23/2020	11.28	105640
Total 2296:						6,080.79	
07/01/2020	16291	Snowbridge Inc.	pumping	1	06/23/2020	880.00	517650
Total 2382:						880.00	
06/25/2020	16274	South Park Ace & Lumber	Supplies	1	05/27/2020	387.57	105630
Total 2405:						387.57	
06/24/2020	16263	Darrah, Tina	Cell Phone	1	06/22/2020	50.00	105065
Total 2462:						50.00	
06/24/2020	16260	Carrot-Top Industries	flags	1	05/28/2020	300.00	105650
06/24/2020	16260		flags	2	05/28/2020	111.90	105027
Total 2579:						411.90	
06/29/2020	16276	CenturyLink	alarm line-525 Hathaway	1	06/19/2020	46.76	105190
07/01/2020	16289		7198362622355B	1	06/19/2020	475.41	105065
07/01/2020	16289		7198362445	1	06/19/2020	109.20	517226
07/01/2020	16289		acct 719-836-4609 502B	1	06/19/2020	60.97	517470
07/01/2020	16289		acct 82239760	1	06/23/2020	26.61	105065
Total 2614:						718.95	
06/24/2020	16268	Mayberry & Company, LLC	final audit	1	06/17/2020	1,200.00	517320
06/24/2020	16268		final audit	2	06/17/2020	1,800.00	106117
Total 2649:						3,000.00	
06/17/2020	16256	Wittbrodt, Kim	face masks and coffee	1	06/17/2020	42.95	105027
06/24/2020	16273		cell phone reimb	1	06/22/2020	50.00	105065
Total 2655:						92.95	
06/24/2020	16266	Kasper, Gerrits	cell phone reimb	1	06/22/2020	50.00	105645
Total 2747:						50.00	
06/17/2020	16253	Mountain Peak Controls, In	calibrations	1	06/15/2020	250.00	517415
06/17/2020	16253		callibrations	2	06/15/2020	375.00	517625
Total 2861:						625.00	
06/17/2020	16246	Colorado Analytical Lab	waste water testing	1	06/11/2020	380.00	517665

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 2864:						380.00	
06/17/2020	16249	Huber Technology, Inc.	supplies	1	06/02/2020	392.00	517655
Total 2874:						392.00	
06/29/2020	16278	Promark Industries, LLC	siren repair	1	06/16/2020	52.25	105420
Total 2887:						52.25	
06/24/2020	16265	Green, Mason	cell phone reimburse	1	06/22/2020	50.00	105065
Total 3175:						50.00	
06/17/2020	16250	Hunn Planning & Policy, LL	planning fees	1	06/17/2020	350.00	105105
Total 3183:						350.00	
06/24/2020	16259	Brown, Jimmy	cell phone reimburse	1	06/22/2020	25.00	105645
06/24/2020	16259		cell phone reimburse	2	06/22/2020	25.00	517226
Total 3199:						50.00	
06/29/2020	16282	Zions Bank	annual fee	1	06/29/2020	250.00	517210
Total 3203:						250.00	
06/15/2020	16221	Anta Diop	refund 2020 booth fee	1	06/15/2020	480.00	102295
Total 3243:						480.00	
06/29/2020	16279	SGM	rate study	1	06/22/2020	661.50	517430
06/29/2020	16279		water system evaluation	1	06/22/2020	7,142.25	517430
Total 3272:						7,803.75	
06/15/2020	16225	Dawn Hayworth	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3289:						160.00	
06/17/2020	16251	Internetwork Experts Corp.	firewall service	1	06/10/2020	59.50	105065
06/17/2020	16251		firewall service	2	06/10/2020	59.50	105455
Total 3312:						119.00	
06/24/2020	16264	Ernst, Sarah	cell phone reimburse	1	06/22/2020	50.00	105065
Total 3313:						50.00	
06/15/2020	16222	Brandon Lewis	refund 2020 booth fee	1	05/15/2020	160.00	102295
Total 3323:						160.00	
06/24/2020	16261	Clark, Sean	cell phone reimburse	1	06/22/2020	25.00	517226
06/24/2020	16261		cell phone reimburse	2	06/22/2020	25.00	105645

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3328:						50.00	
06/29/2020	16277	Direct Discharge Consultin	sewer line cleaning	1	06/23/2020	30,731.78	517620
Total 3355:						30,731.78	
06/24/2020	16269	Mountain Essentials	estip 4th and 1st qtr	1	03/31/2020	209.43	105076
Total 3370:						209.43	
06/17/2020	16255	Tandem Design Lab	website update contract	1	06/15/2020	150.00	105130
Total 3384:						150.00	
06/24/2020	16267	Kulesza, Tyger	cell phone reimburse	1	06/22/2020	25.00	105645
06/24/2020	16267		cell phone reimburse	2	06/22/2020	25.00	517226
Total 3395:						50.00	
07/01/2020	16287	Black Lab Construction, LL	orc contract	1	06/28/2020	500.00	517417
Total 3400:						500.00	
06/15/2020	16229	Eric Lines	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3438:						160.00	
06/15/2020	16233	Kathy Johnson	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3439:						160.00	
06/15/2020	16231	Jenny Jansen	2020 booth fee	1	06/15/2020	160.00	102295
Total 3440:						160.00	
06/15/2020	16238	Loretta Merz	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3441:						160.00	
06/15/2020	16240	Mike Pittman	refund 2020 booth fee	1	05/15/2020	160.00	102295
Total 3442:						160.00	
06/15/2020	16227	Dennis Anderson	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3443:						160.00	
06/15/2020	16234	Kevin Grice	refund 2020 booth fee	1	06/15/2020	190.00	102295
Total 3445:						190.00	
06/15/2020	16239	Lucy Saewert	refund 2020 booth fee	1	06/15/2020	380.00	102295
Total 3446:						380.00	
06/15/2020	16237	Linda Zimmerman	refund 2020 booth fee	1	06/15/2020	160.00	102295

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3447:						160.00	
06/15/2020	16223	BV Baptist Church	refund 2020 booth fee	1	06/15/2020	75.00	102295
Total 3448:						75.00	
06/15/2020	16228	Eisa Rogue	refund 2020 booth fee	1	06/15/2020	320.00	102295
Total 3450:						320.00	
06/15/2020	16226	Dawn Winczewski	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3451:						160.00	
06/15/2020	16224	Dave & Liz Klein	refund 2020 booth fee	1	06/15/2020	380.00	102295
Total 3452:						380.00	
06/15/2020	16241	Reflections in Metal	refund 202 booth fee	1	06/15/2020	320.00	102295
Total 3453:						320.00	
06/15/2020	16230	Henry Ford	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3454:						160.00	
06/15/2020	16232	Kari Crist	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3455:						160.00	
06/15/2020	16236	Leslie Robbins	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3456:						160.00	
06/15/2020	16242	Walter Leuci	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3457:						160.00	
06/15/2020	16235	Leona Winter	refund 2020 booth fee	1	06/15/2020	160.00	102295
Total 3458:						160.00	
06/17/2020	16248	Family Dollar	restitution - Faith Creech	1	06/17/2020	70.00	104590
Total 3459:						70.00	
06/17/2020	16257	Z Inc.	refund sewer overpayment	1	06/17/2020	330.00	514605
06/17/2020	16257		refund sewer overpayment	2	06/17/2020	10.00	514830
Total 3460:						340.00	
06/24/2020	16271	Snowy Mountain Design St	travel time	1	06/20/2020	75.00	517485
Total 3461:						75.00	
07/01/2020	16292	UniFirst	calibration	1	06/23/2020	84.43	517655

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3462:						84.43	
Grand Totals:						74,281.08	

Report Criteria:
Detail report type printed

TOWN OF FAIRPLAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-40-05 AD VALOREM TAX	47,268.86	123,575.65	201,066.00	77,490.35	61.5
10-40-10 SPEC. OWNERSHIP TAX	1,673.15	7,224.59	26,000.00	18,775.41	27.8
10-40-30 INTEREST ON PROPERTY TAX	.00	1.65	1,000.00	998.35	.2
10-40-40 DELINQUENT TAXES	.00	.00	500.00	500.00	.0
10-40-55 50% SHAREBACK OF R&B LEVY	1,499.16	4,155.96	7,000.00	2,844.04	59.4
10-40-60 MOTOR VEHICLE REGISTRATION	249.50	981.82	3,000.00	2,018.18	32.7
10-40-70 SALES TAX	63,919.77	382,766.16	822,952.00	440,185.84	46.5
10-40-75 SALES TAX - STREETS	21,306.60	127,588.75	274,317.00	146,728.25	46.5
10-40-80 HIGHWAY USER'S TAX	2,441.33	10,297.03	40,000.00	29,702.97	25.7
10-40-85 SEVERANCE TAX	.00	.00	2,500.00	2,500.00	.0
10-40-86 MINERAL LEASE REVENUE	.00	.00	500.00	500.00	.0
10-40-90 CIGARETTE TAX	188.74	1,104.67	2,500.00	1,395.33	44.2
10-40-96 LODGING TAX	5,780.00	11,445.00	40,000.00	28,555.00	28.6
TOTAL TAXES	144,327.11	669,141.28	1,421,335.00	752,193.72	47.1
<u>LICENSES</u>					
10-41-10 LIQUOR LICENSES	.00	325.00	3,000.00	2,675.00	10.8
10-41-30 DOG LICENSES	.00	65.00	100.00	35.00	65.0
10-41-32 LIVESTOCK PERMIT	.00	25.00	120.00	95.00	20.8
10-41-34 COMMERCIAL FLY FISHING PERMIT	150.00	300.00	75.00	(225.00)	400.0
10-41-40 BUILDING PERMITS	150.00	618.00	5,000.00	4,382.00	12.4
10-41-41 SURCHARGE: STREETS	16.50	86.90	347.00	260.10	25.0
10-41-42 SURCHARGE: PARKS & REC	16.50	86.90	347.00	260.10	25.0
10-41-50 FRANCHISE TAX	2,469.80	17,823.91	50,000.00	32,176.09	35.7
10-41-60 GOLD PANNING PERMITS/DONATION	210.00	760.00	6,000.00	5,240.00	12.7
10-41-70 BUSINESS LICENSES	125.00	6,425.00	6,700.00	275.00	95.9
10-41-80 SIGN PERMITS	75.00	75.00	100.00	25.00	75.0
10-41-90 EXCAVATION PERMIT	.00	.00	200.00	200.00	.0
10-41-94 STREET CUT PERMIT	.00	.00	500.00	500.00	.0
10-41-96 FENCE PERMIT	80.00	120.00	240.00	120.00	50.0
10-41-97 SPECIAL EVENTS PERMIT	.00	.00	1,800.00	1,800.00	.0
10-41-98 RESIDE/REROOF PERMIT	200.00	1,100.00	1,000.00	(100.00)	110.0
TOTAL LICENSES	3,492.80	27,810.71	75,529.00	47,718.29	36.8
<u>FEE INCOME</u>					
10-42-75 PLANNING & DEVELOPMENT FEES	.00	250.00	2,000.00	1,750.00	12.5
10-42-90 COPIES & FAXES	.00	32.10	400.00	367.90	8.0
TOTAL FEE INCOME	.00	282.10	2,400.00	2,117.90	11.8

TOWN OF FAIRPLAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LAW ENFORCEMENT</u>					
10-45-05 TRAFFIC FINES	.00	1,245.00	15,000.00	13,755.00	8.3
10-45-10 SURCHARGE: POLICE TRAINING	.00	240.00	2,700.00	2,460.00	8.9
10-45-15 COURT COSTS	.00	155.00	775.00	620.00	20.0
10-45-20 DEFAULT FEES	.00	30.00	150.00	120.00	20.0
10-45-30 OTHER FINES	.00	.00	500.00	500.00	.0
10-45-80 VIN INSPECTIONS	30.00	52.50	200.00	147.50	26.3
10-45-90 MISCELLANEOUS	4,210.43	9,659.28	1,000.00	(8,659.28)	965.9
10-45-95 GRANT/REIMBURSEMENT	.00	.00	2,500.00	2,500.00	.0
TOTAL LAW ENFORCEMENT	4,240.43	11,381.78	22,825.00	11,443.22	49.9
<u>INTEREST INCOME</u>					
10-46-05 INTEREST ON COLOTRUST	161.36	2,497.16	14,000.00	11,502.84	17.8
10-46-30 INTEREST ON CHECKING	12.90	168.40	700.00	531.60	24.1
TOTAL INTEREST INCOME	174.26	2,665.56	14,700.00	12,034.44	18.1
<u>MISCELLANEOUS INCOME</u>					
10-47-00 MISCELLANEOUS INCOME	520.00	3,657.14	5,000.00	1,342.86	73.1
10-47-10 CEMETERY	300.00	300.00	300.00	.00	100.0
10-47-38 TOWN CLEAN UP DONATIONS	.00	.00	100.00	100.00	.0
10-47-39 FOURTH OF JULY DONATIONS	(20.00)	.00	8,500.00	8,500.00	.0
10-47-49 STREET LIGHTING	1,121.38	4,622.92	10,800.00	6,177.08	42.8
10-47-50 SUMMER CONCERT SERIES	.00	.00	17,000.00	17,000.00	.0
10-47-52 REAL COLORADO CHRISTMAS	.00	.00	1,500.00	1,500.00	.0
10-47-54 VICTORIAN BALL	.00	.00	5,000.00	5,000.00	.0
10-47-56 BURRO DAYS	96.50	96.50	50,000.00	49,903.50	.2
10-47-59 BURRO DAYS RETAIL SALES	(6.94)	78.06	10,000.00	9,921.94	.8
10-47-60 525 HATHAWAY - RENT & UTILITY	2,097.19	2,883.98	13,200.00	10,316.02	21.9
10-47-62 501 MAIN - RENT & UTILITY	.00	374.31	.00	(374.31)	.0
10-47-65 MARDI GRAS	.00	8,760.00	7,500.00	(1,260.00)	116.8
10-47-70 PLEIN AIR EVENT	(4,875.00)	125.00	40,000.00	39,875.00	.3
10-47-82 CAMPING PERMITS/FACILITY USE	.00	50.00	100.00	50.00	50.0
10-47-88 GRANT - RIVER PARK	.00	.00	200,000.00	200,000.00	.0
10-47-90 MISCELLANEOUS REVENUE-EVENTS	.00	.00	3,000.00	3,000.00	.0
10-47-91 TOWN HALL - 901 MAIN	.00	.00	12,397.00	12,397.00	.0
TOTAL MISCELLANEOUS INCOME	(766.87)	20,947.91	384,397.00	363,449.09	5.5
TOTAL FUND REVENUE	151,467.73	732,229.34	1,921,186.00	1,188,956.66	38.1

TOWN OF FAIRPLAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-50-02 401(A) EMPLOYER MATCH	585.94	2,369.26	5,805.00	3,435.74	40.8
10-50-05 SALARIES -ADMIN./CLERK/TREASUR	19,555.30	76,413.59	183,158.00	106,744.41	41.7
10-50-11 SS/MEDICARE EXPENSE	1,531.86	5,998.54	14,177.00	8,178.46	42.3
10-50-12 UNEMPLOYMENT EXPENSE	60.16	235.52	556.00	320.48	42.4
10-50-13 EMPLOYEE HEALTH INSURANCE	3,181.66	16,165.80	34,168.00	18,002.20	47.3
10-50-14 WORKER'S COMPENSATION	(1.00)	729.00	730.00	1.00	99.9
10-50-15 EDUCATION	.00	1,449.49	4,500.00	3,050.51	32.2
10-50-16 ADMIN VEHICLE	415.38	1,523.06	3,600.00	2,076.94	42.3
10-50-20 TOWN HALL EXPENSE	15,496.78	15,496.78	30,994.00	15,497.22	50.0
10-50-23 TOWN HALL EXPENSE - UTILITIES	461.40	2,531.55	7,000.00	4,468.45	36.2
10-50-25 TOWN HALL EXP - REPAIR & MAINT	250.00	1,338.19	2,000.00	661.81	66.9
10-50-27 TOWN HALL EXPENSE - SUPPLIES	44.20	855.30	1,000.00	144.70	85.5
10-50-30 OFFICE SUPPLIES	229.53	1,518.68	4,000.00	2,481.32	38.0
10-50-32 EQUIPMENT RENTAL	277.80	1,708.45	5,000.00	3,291.55	34.2
10-50-35 POSTAGE EXPENSE	69.10	409.74	650.00	240.26	63.0
10-50-40 BANK/CREDIT CARD FEES	31.00	345.00	500.00	155.00	69.0
10-50-50 ELECTION EXPENSE	.00	30.35	1,300.00	1,269.65	2.3
10-50-55 BOARD OF TRUSTEE SALARY	75.00	555.00	2,160.00	1,605.00	25.7
10-50-57 TOWN ATTY LEGAL SERVICES	1,206.00	9,285.00	20,000.00	10,715.00	46.4
10-50-80 COMPUTER/SOFTWARE/SUPPORT	592.40	3,050.40	7,000.00	3,949.60	43.6
10-50-65 TELEPHONE/INTERNET	765.49	5,135.61	10,200.00	5,064.39	50.4
10-50-70 MISCELLANEOUS EXPENSE	105.00	1,112.74	6,000.00	4,887.26	18.6
10-50-75 CODIFICATION	.00	.00	1,000.00	1,000.00	.0
10-50-76 ESTIP AGREEMENT	2,469.03	2,469.03	20,000.00	17,530.97	12.4
TOTAL ADMINISTRATION	47,402.03	150,726.08	365,498.00	214,771.92	41.2

TOWN OF FAIRPLAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-51-05 PROFESSIONAL FEES	691.00	2,654.41	15,000.00	12,345.59	17.7
10-51-10 EDUCATION/BENEVOLENCE (BOT)	128.00	128.00	5,000.00	4,872.00	2.6
10-51-20 VISITOR CENTER	17.00	325.50	3,000.00	2,674.50	10.9
10-51-30 ADVERTISING AND MARKETING	994.96	7,904.04	15,000.00	7,095.96	52.7
10-51-34 TOWN BEAUTIFICATION	.00	2,612.50	10,000.00	7,387.50	26.1
10-51-35 TOWN CLEAN UP	.00	.00	7,500.00	7,500.00	.0
10-51-40 DUES AND MEMBERSHIPS	.00	195.00	400.00	205.00	48.8
10-51-50 TGIFAIRPLAY EXPENSE	.00	612.59	22,500.00	21,887.41	2.7
10-51-62 BURRO DAYS	.00	39.94	40,000.00	39,960.06	.1
10-51-64 WEARABLE ARTS FESTIVAL	29.98	29.98	.00	(29.98)	.0
10-51-66 MARDI GRAS	.00	9,893.22	7,000.00	(2,893.22)	141.3
10-51-70 MISCELLANEOUS EVENTS	.00	240.38	3,000.00	2,759.62	8.0
10-51-71 FIREWORKS/4TH OF JULY	.00	29.93	10,000.00	9,970.07	.3
10-51-72 PLEIN AIR EVENT	.00	149.34	40,000.00	39,850.66	.4
10-51-74 RÉAL COLORADO CHRISTMAS	.00	.00	1,500.00	1,500.00	.0
10-51-75 DONATIONS	.00	.00	2,000.00	2,000.00	.0
10-51-80 FAIRPLAY FORWARD	.00	310.40	10,000.00	9,689.60	3.1
10-51-83 VICTORIAN BALL	.00	17.00	5,000.00	4,983.00	.3
10-51-85 PROPERTY IMPROVEMENT INCENTIV	473.23	473.23	20,000.00	19,526.77	2.4
10-51-86 850 HATHAWAY-BUS BARN	693.56	5,373.28	12,000.00	6,626.72	44.8
10-51-90 525 HATHAWAY	792.86	3,951.27	12,000.00	8,048.73	32.9
10-51-95 501 MAIN STREET	1,338.44	15,185.32	30,000.00	14,814.68	50.6
TOTAL COMMUNITY DEVELOPMENT	5,159.03	50,125.33	270,900.00	220,774.67	18.5
<u>JUDICIAL SYSTEM</u>					
10-53-02 401(A) EMPLOYER MATCH	3.46	40.23	115.00	74.77	35.0
10-53-05 MUNICIPAL JUDGE SALARY	954.81	3,500.97	8,275.00	4,774.03	42.3
10-53-10 COURT CLERK	32.13	1,175.18	3,502.00	2,326.82	33.6
10-53-11 SS/MEDICARE EXPENSE	75.48	357.63	633.00	275.37	56.5
10-53-12 UNEMPLOYMENT EXPENSE	2.94	13.98	11.00	(2.98)	127.1
10-53-13 EMPLOYEE HEALTH INSURANCE	82.11	410.55	2,308.00	1,897.45	17.8
10-53-14 WORKER'S COMPENSATION	.00	46.00	46.00	.00	100.0
10-53-20 COURT ATTORNEY	.00	.00	500.00	500.00	.0
10-53-30 EDUCATION	.00	.00	500.00	500.00	.0
10-53-40 OPERATING EXPENSE	.00	.00	450.00	450.00	.0
10-53-50 DUES AND MEMBERSHIPS	.00	.00	100.00	100.00	.0
TOTAL JUDICIAL SYSTEM	1,150.93	5,544.54	16,440.00	10,895.46	33.7

TOWN OF FAIRPLAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PUBLIC SAFETY					
10-54-01 POLICE SALARIES	18,947.22	95,247.29	233,559.00	138,311.71	40.8
10-54-04 PART TIME OFFICERS	.00	.00	39,000.00	39,000.00	.0
10-54-05 PENSION CONTRIBUTION	2,046.34	9,368.05	25,458.00	16,089.95	36.8
10-54-09 SRO-CONTRACT PARK CO	.00	.00	20,000.00	20,000.00	.0
10-54-10 UNIFORMS AND ACCESSORIES	.00	486.43	3,500.00	3,013.57	13.9
10-54-11 SS/MEDICARE EXPENSE	293.19	1,408.09	6,936.00	5,527.91	20.3
10-54-12 UNEMPLOYMENT EXPENSE	56.86	285.83	818.00	532.17	34.9
10-54-13 EMPLOYEE HEALTH INSURANCE	5,712.29	30,191.60	87,522.00	57,330.40	34.5
10-54-14 WORKER'S COMPENSATION	3,877.00	16,087.00	12,210.00	(3,877.00)	131.8
10-54-15 FUEL	491.38	3,180.47	12,000.00	8,819.53	26.5
10-54-20 VEHICLE MAINTENANCE	4,468.44	16,961.54	7,600.00	(9,361.54)	223.2
10-54-24 PROFESSIONAL TRAINING EXPENSE	.00	1,052.98	3,500.00	2,447.02	30.1
10-54-26 IN-SERVICE TRAINING EXPENSE	.00	.00	1,000.00	1,000.00	.0
10-54-28 VEHICLE RENTAL PAYMENT	1,572.42	7,862.10	18,869.00	11,006.90	41.7
10-54-30 RADAR & RADIO MAINTENANCE	.00	472.44	1,000.00	527.56	47.2
10-54-32 AMMUNITION	125.25	636.25	2,400.00	1,763.75	26.5
10-54-45 OPERATING SUPPLIES	84.00	646.61	1,000.00	353.39	64.7
10-54-50 EQUIPMENT EXPENSE	.00	1,281.41	3,500.00	2,218.59	36.6
10-54-53 GRANT-EQUIPMENT & SUPPLIES	2,418.24	2,418.24	5,000.00	2,581.76	48.4
10-54-55 TELEPHONE - POLICE LINE	350.29	1,473.25	4,500.00	3,026.75	32.7
10-54-60 MEMBERSHIPS - DUES	.00	105.00	500.00	395.00	21.0
10-54-65 COMPUTER/SOFTWARE/SUPPORT	.00	3,810.00	4,500.00	690.00	84.7
10-54-75 INVESTIGATIVE SERVICES	900.00	1,500.00	3,500.00	2,000.00	42.9
10-54-80 OFFICER RECRUITING	.00	288.00	1,500.00	1,212.00	19.2
10-54-87 LIABILITY INSURANCE	.00	8,394.47	8,394.00	(.47)	100.0
10-54-97 PUBLIC RELATIONS	.00	59.93	500.00	440.07	12.0
TOTAL PUBLIC SAFETY	41,342.92	203,216.98	508,266.00	305,049.02	40.0
PUBLIC WORKS					
10-56-01 SALARIES	11,190.65	46,356.80	109,780.00	63,423.20	42.2
10-56-02 401(A) EMPLOYER MATCH	385.73	1,490.70	3,493.00	2,002.30	42.7
10-56-11 SS/MEDICARE EXPENSE	853.47	3,526.94	8,398.00	4,871.06	42.0
10-56-12 UNEMPLOYMENT EXPENSE	33.57	139.10	329.00	189.90	42.3
10-56-13 EMPLOYEE HEALTH INSURANCE	3,017.95	16,643.47	47,456.00	30,812.53	35.1
10-56-14 WORKER'S COMPENSATION	658.00	6,399.00	5,741.00	(658.00)	111.5
10-56-15 FUEL	245.99	1,575.96	6,000.00	4,424.04	26.3
10-56-25 REPAIRS & MAINT - EQUIPMENT	2,644.13	12,283.15	13,000.00	716.85	94.5
10-56-30 TOOLS, MAT'LS. & SUPPLIES	(2,458.64)	2,213.22	5,000.00	2,786.78	44.3
10-56-35 EDUCATION & TRAINING	.00	.00	2,000.00	2,000.00	.0
10-56-40 ELECTRIC STREET LIGHTS & SIGNS	296.39	1,395.57	6,000.00	4,604.43	23.3
10-56-45 TELEPHONE	125.00	700.00	2,100.00	1,400.00	33.3
10-56-50 MAINTENANCE BUILDING - UTILITY	688.89	4,513.39	8,600.00	4,086.61	52.5
10-56-60 VEHICLE RENTAL PAYMENT	1,451.62	7,258.10	17,420.00	10,161.90	41.7
10-56-70 STREET REPAIRS	4,388.32	7,431.94	250,000.00	242,568.06	3.0
10-56-82 TOWN SHOP BUILDING REPAIRS	.00	1,621.99	7,000.00	5,378.01	23.2
TOTAL PUBLIC WORKS	23,521.07	113,549.33	492,317.00	378,767.67	23.1

TOWN OF FAIRPLAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS & RECREATION</u>					
10-58-30 TOOLS, MATERIALS, & SUPPLIES	327.05	327.05	4,000.00	3,672.95	8.2
10-58-41 PARKS UTILITIES	32.12	130.92	400.00	269.08	32.7
10-58-42 VAULT RESTROOMS MAINTENANCE	.00	399.00	2,500.00	2,101.00	16.0
10-58-50 CEMETERY EXPENSE	.00	.00	300.00	300.00	.0
10-58-86 FAIRPLAY RIVER PARK	.00	85,621.00	400,000.00	314,379.00	21.4
10-58-95 LAND LEASE PAYMENT	.00	12,995.09	25,990.00	12,994.91	50.0
TOTAL PARKS & RECREATION	359.17	99,473.06	433,190.00	333,716.94	23.0
<u>NON-DEPARTMENTAL EXPENDITURE</u>					
10-61-15 LIABILITY INSURANCE	.00	16,973.82	16,121.00	(852.82)	105.3
10-61-17 AUDIT FEES	.00	3,420.00	5,100.00	1,680.00	67.1
10-61-23 TREASURER'S FEES - MILL LEVY	907.59	2,427.64	4,000.00	1,572.36	60.7
10-61-25 PUBLISHING EXPENSE	21.67	203.83	1,000.00	796.17	20.4
10-61-30 DUES & MEMBERSHIPS	.00	1,615.00	2,000.00	385.00	80.8
10-61-60 ABATEMENT	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL EXPEND	929.26	24,640.29	30,221.00	5,580.71	81.5
TOTAL FUND EXPENDITURES	119,864.41	647,275.61	2,116,832.00	1,469,556.39	30.6
NET REVENUE OVER EXPENDITURES	31,603.32	84,953.73	(195,646.00)	(280,599.73)	43.4

TOWN OF FAIRPLAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

CONSERVATION TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVERNMENTAL REVENUES</u>					
20-44-10 COLORADO LOTTERY FUNDS	.00	982.49	4,000.00	3,017.51	24.6
20-44-20 PARK COUNTY GRANTS	.00	.00	25,000.00	25,000.00	.0
TOTAL INTERGOVERNMENTAL REVE	.00	982.49	29,000.00	28,017.51	3.4
<u>INTEREST INCOME</u>					
20-46-50 INTEREST INCOME SAVINGS	.83	9.22	40.00	30.78	23.1
TOTAL INTEREST INCOME	.83	9.22	40.00	30.78	23.1
TOTAL FUND REVENUE	.83	991.71	29,040.00	28,048.29	3.4

TOWN OF FAIRPLAY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

CONSERVATION TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATION EXPENSE</u>					
20-73-75 BURRO PARK	.00	.00	27,500.00	27,500.00	.0
TOTAL OPERATION EXPENSE	.00	.00	27,500.00	27,500.00	.0
TOTAL FUND EXPENDITURES	.00	.00	27,500.00	27,500.00	.0
NET REVENUE OVER EXPENDITURES	.83	991.71	1,540.00	548.29	64.4

TOWN OF FAIRPLAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

INTERNAL SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
32-47-20 DEPT RENTAL PAYMENTS	4,475.66	22,378.30	53,709.00	31,330.70	41.7
TOTAL REVENUE	4,475.66	22,378.30	53,709.00	31,330.70	41.7
TOTAL FUND REVENUE	4,475.66	22,378.30	53,709.00	31,330.70	41.7
NET REVENUE OVER EXPENDITURES	4,475.66	22,378.30	53,709.00	31,330.70	41.7

TOWN OF FAIRPLAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
51-42-05 POTABLE WATER	15,764.50	144,207.07	400,000.00	255,792.93	36.1
51-42-20 LIEN REVENUE	.00	2,024.89	.00	(2,024.89)	.0
51-42-32 WATER FACILITY MAINTENANCE FEE	.00	243.64	500.00	256.36	48.7
51-42-34 WATER METERS, PRV, PARTS	.00	.00	1,000.00	1,000.00	.0
51-42-36 PENALTY NON-COMPLIANCE	40.00	200.00	480.00	280.00	41.7
51-42-40 PLANT INVESTMENT FEES	.00	.00	7,500.00	7,500.00	.0
51-42-60 OTHER WATER REVENUE	640.00	640.00	22,500.00	21,860.00	2.8
TOTAL WATER REVENUE	16,444.50	147,315.60	431,980.00	284,664.40	34.1
<u>WASTEWATER REVENUE</u>					
51-46-05 WW USER FEES	55,769.60	274,311.35	665,640.00	391,328.65	41.2
51-46-20 LIEN REVENUE	.00	2,084.15	.00	(2,084.15)	.0
51-46-40 PLANT INVESTMENT FEES	.00	.00	8,351.00	8,351.00	.0
51-46-60 OTHER WASTEWATER REVENUE	46.25	46.25	100.00	53.75	46.3
TOTAL WASTEWATER REVENUE	55,815.85	276,441.75	674,091.00	397,649.25	41.0
<u>INTEREST/FEE REVENUE</u>					
51-48-10 INTEREST ON INVESTMENTS	307.85	5,965.49	35,500.00	29,534.51	16.8
51-48-30 LATE FEES	1,102.23	5,420.24	13,000.00	7,579.76	41.7
TOTAL INTEREST/FEE REVENUE	1,410.08	11,385.73	48,500.00	37,114.27	23.5
TOTAL FUND REVENUE	73,670.43	435,143.08	1,154,571.00	719,427.92	37.7

TOWN OF FAIRPLAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMPLOYEE EXPENSES</u>					
51-70-01 SALARIES	25,945.17	111,944.58	293,174.00	181,229.42	38.2
51-70-02 401A EMPLOYER MATCH	802.86	3,248.16	9,318.00	6,069.84	34.9
51-70-11 SS/MEDICARE EXPENSE	1,986.36	8,563.81	22,538.00	13,974.19	38.0
51-70-12 UNEMPLOYMENT EXPENSE	77.97	336.89	884.00	547.11	38.1
51-70-13 EMPLOYMENT HEALTH INSURANCE	6,862.00	37,470.62	114,352.00	76,881.38	32.8
51-70-14 WORKER'S COMPENSATION	(85.00)	5,432.00	5,564.00	132.00	97.6
51-70-15 BOARD OF TRUSTEE SALARIES	50.00	370.00	1,440.00	1,070.00	25.7
TOTAL EMPLOYEE EXPENSES	35,639.36	167,366.06	447,270.00	279,903.94	37.4
<u>OFFICE/GENERAL EXPENSE</u>					
51-72-02 BANK/CREDIT CARD FEES	259.17	2,286.49	6,500.00	4,213.51	35.2
51-72-06 COMPUTER/SOFTWARE/SUPPORT-O	439.50	15,256.91	22,000.00	6,743.09	69.4
51-72-10 MISCELLANEOUS	.00	.00	1,000.00	1,000.00	.0
51-72-14 OFFICE SUPPLIES	.00	1,465.98	2,500.00	1,034.02	58.6
51-72-18 POSTAGE EXPENSE	375.07	1,735.82	3,000.00	1,264.18	57.9
51-72-22 PUBLISHING EXPENSE	.00	.00	500.00	500.00	.0
51-72-26 TELEPHONE EXPENSE	289.56	1,976.88	4,500.00	2,523.12	43.9
51-72-30 TOWN HALL RENTAL PAYMENT	.00	.00	12,397.00	12,397.00	.0
51-72-34 UTILITIES-OFFICE	194.14	1,338.97	2,000.00	661.03	67.0
51-72-38 VEHICLE/EQUIP RENTAL TO ISF	1,451.62	7,258.10	17,420.00	10,161.90	41.7
51-72-42 VEHICLE MAINTENANCE/REPAIR	120.56	2,075.62	5,000.00	2,924.38	41.5
TOTAL OFFICE/GENERAL EXPENSE	3,129.62	33,394.77	76,817.00	43,422.23	43.5
<u>CONTRACTUAL FEES</u>					
51-73-20 AUDITOR FEES	.00	2,280.00	3,400.00	1,120.00	67.1
51-73-40 INSURANCE-PROPERTY/LIABILITY	.00	11,980.76	10,748.00	(1,232.76)	111.5
51-73-60 LEGAL FEES	594.00	594.00	5,000.00	4,406.00	11.9
TOTAL CONTRACTUAL FEES	594.00	14,854.76	19,148.00	4,293.24	77.6

TOWN OF FAIRPLAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER - PLANT & EQUIPMENT					
51-74-10 CHEMICAL AND SUPPLIES	.00	630.00	2,000.00	1,370.00	31.5
51-74-15 COMPUTER EXPENSE-WATER SYSTE	.00	.00	3,000.00	3,000.00	.0
51-74-20 DITCH MAINTENANCE	.00	.00	500.00	500.00	.0
51-74-25 EDUCATION	.00	245.00	3,000.00	2,755.00	8.2
51-74-30 ENGINEERING FEES	464.75	16,857.87	50,000.00	33,142.13	33.7
51-74-35 FUEL	122.99	787.97	2,000.00	1,212.03	39.4
51-74-40 HASP MEMBERSHIP DUES	.00	.00	1,400.00	1,400.00	.0
51-74-45 LEAKS AND REPAIRS	994.00	1,621.84	10,000.00	8,378.16	16.2
51-74-50 MISCELLANEOUS	.00	.00	2,000.00	2,000.00	.0
51-74-55 PERMITS/DUES/LOCATES	772.67	2,347.01	1,000.00	(1,347.01)	234.7
51-74-60 PUMPHOUSE EXPENSE	.00	.00	500.00	500.00	.0
51-74-65 REPAIR & MAINTENANCE-EQUIP	1,862.87	8,674.38	7,000.00	(1,674.38)	123.9
51-74-70 UTILITIES	231.23	974.34	3,000.00	2,025.66	32.5
51-74-75 TESTING AND SUPPLIES	23.00	92.00	2,500.00	2,408.00	3.7
51-74-80 TOOLS AND SUPPLIES	.00	39.97	2,000.00	1,960.03	2.0
51-74-85 WATER METERS	.00	1,282.02	2,000.00	717.98	64.1
51-74-90 WATER TANKS	.00	66.41	1,000.00	933.59	6.6
51-74-95 WATER TREATMENT PLANT	589.13	10,204.97	15,000.00	4,795.03	68.0
TOTAL WATER - PLANT & EQUIPMENT	5,060.64	43,823.78	107,900.00	64,076.22	40.6
WASTEWATER-PLANT & EQUIPMENT					
51-76-10 CAPITAL EXPENDITURES	.00	.00	30,000.00	30,000.00	.0
51-76-15 CHEMICALS AND SUPPLIES	.00	232.47	3,000.00	2,767.53	7.8
51-76-20 COLLECTION SYSTEM MAINTENANC	.00	.00	30,000.00	30,000.00	.0
51-76-25 COMPUTER EXPENSE-WW SYSTEM	.00	875.00	3,000.00	2,125.00	29.2
51-76-30 EDUCATION	135.00	562.00	3,000.00	2,438.00	18.7
51-76-35 ENGINEERING FEES	.00	872.13	10,000.00	9,127.87	8.7
51-76-40 FUEL	123.00	788.01	2,000.00	1,211.99	39.4
51-76-45 MISCELLANEOUS	690.00	690.00	1,000.00	310.00	69.0
51-76-50 PERMITS/DUES/LOCATES	259.26	421.66	4,300.00	3,878.34	9.8
51-76-55 REPAIRS AND MAINTENANCE-EQUIP	2,925.17	15,542.39	55,000.00	39,457.61	28.3
51-76-60 SLUDGE REMOVAL/DISPOSAL	.00	275.00	40,000.00	39,725.00	.7
51-76-65 TESTING AND SUPPLIES	380.00	2,821.66	6,000.00	3,178.34	47.0
51-76-70 TOOLS AND SUPPLIES	.00	841.93	2,000.00	1,158.07	42.1
51-76-75 TRASH	75.00	300.00	900.00	600.00	33.3
51-76-80 UTILITIES-PLANT	5,191.25	25,967.35	60,000.00	34,032.65	43.3
TOTAL WASTEWATER-PLANT & EQUIP	9,778.68	50,189.60	250,200.00	200,010.40	20.1
DEBT SERVICE					
51-80-02 LOAN PRINCIPAL	.00	.00	209,900.00	209,900.00	.0
51-80-04 LOAN INTEREST	54,102.18	54,102.18	104,230.00	50,127.82	51.9
TOTAL DEBT SERVICE	54,102.18	54,102.18	314,130.00	260,027.82	17.2

TOWN OF FAIRPLAY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	108,304.48	363,731.15	1,215,465.00	851,733.85	29.9
NET REVENUE OVER EXPENDITURES	(34,634.05)	71,411.93	(60,894.00)	(132,305.93)	117.3

**MAYOR'S OPENING STATEMENT
SPECIAL EVENT PERMIT**

MAYOR JUST:

I will now open the public hearing on the application of the Park County Government for a special event permit to operate a beer garden in conjunction with the Park County Fair on July 14, 15, 16, 17, 2020 from the hours of 12:00 p.m. – 9:00 p.m., on July 18, 2020 from the hours of 10:00 a.m. – 9:00 p.m., on July 19, 2020 from the hours of 10:00 a.m. - 3:00 p.m., at the Park County Fairgrounds.

The Fairplay Board of Trustees, acting as the local liquor licensing authority, has jurisdiction to conduct this public hearing under the Colorado Liquor Codes found Title 44, Article 5 of the Colorado Revised Statutes and also under the provisions of the Town's Code.

The purpose of this hearing is to consider whether a special events permit liquor license should be issued to the applicant. In considering that matter the Board will address the criteria set forth in C.R.S. § 44-5-102 and 44-5-103.

The procedure to be followed in this case will be as follows:

1. The staff will briefly present the case.
2. The applicant and any other persons supporting the application may present any evidence supporting issuance of the permit.
3. At the conclusion of the applicant's case, any persons opposing the issuance of the permit and any other persons entitled to be heard may present evidence.
4. The applicant may then present any rebuttal evidence.

Are there any objections to the jurisdiction of the Liquor Authority or to the form or substance of these proceedings?

Hearing none, the staff may present the case.



MEMORANDUM

TO: Mayor and Board of Trustees
FROM: Tina Darrah, Town Administrator/Clerk
RE: Special Event Liquor Licenses as Applied for by Park County for the Park County Fair
DATE: July 2, 2020

Public Hearing: Should the Board Approve a Special Event Liquor License as applied for by Park County, for July 14-19, 2020, for a Beer Garden in association with the Park County Fair?

This application is for a special event liquor license for Park County to host a Beer Garden in association with Park County Fair. All necessary documents and fees have been submitted and the hearing has been noticed in accordance with Colorado Revised Statutes. While you have given staff the authority to approve these absent a formal public hearing before the Board, I was uncomfortable with this due to the many restrictions surrounding public gatherings due to COVID 19. I am including the material that I have received from Park County showing that the Fair can happen within the guidelines set out by the State in the approval of Park County's variance request.

Recommended Action:

Motion to approve the special event liquor license with the stipulation that all Public Health Orders and/or Variances as issued by the State are complied with as they pertain to this event.

Application for a Special Events Permit

Department of Revenue

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input checked="" type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate: **County of Park** State Sales Tax Number (Required): **09804415**

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) P.O. Box 1373 Fairplay, CO 80440	3. Address of Place to Have Special Event (include street, city/town and ZIP) 880 Bogue St, Fairplay CO 80440
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4. Authorized Representative of Qualifying Organization or Political Candidate Tom Eisenman	Date of Birth 4/24/1954	Phone Number 719.836.4203
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Authorized Representative's Mailing Address (if different than address provided in Question 2.)

5. Event Manager Jennifer Adams	Date of Birth 08/18/1978	Phone Number 720.924.1024
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Event Manager Home Address (Street, City, State, ZIP) 364 Sleepy Hollow Dr , Bailey CO 80421	Email Address of Event Manager parkcofair.co@gmail.com
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6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes How many days? _____	7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes License Number _____
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8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

List Below the Exact Date(s) for Which Application is Being Made for Permit				
Date 07/14/20 Hours From 12:00 p.m. To 9:00 p.m.	Date 07/15/20 Hours From 12:00 p.m. To 9:00 p.m.	Date 07/16/20 Hours From 12:00 p.m. To 9:00 p.m.	Date 07/17/20 Hours From 12:00 p.m. To 9:00 p.m.	Date 07/18/20 Hours From 10:00 a.m. To 9:00 p.m.
Date 07/19/20 Hours From 10:00 a.m. To 3:00 p.m.	Date _____ Hours From _____ To _____	Date _____ Hours From _____ To _____	Date _____ Hours From _____ To _____	Date _____ Hours From _____ To _____
Date _____ Hours From _____ To _____	Date _____ Hours From _____ To _____	Date _____ Hours From _____ To _____	Date _____ Hours From _____ To _____	Date _____ Hours From _____ To _____

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature	Title Fair Administrator	Date 06/09/20
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Report and Approval of Local Licensing Authority (City or County)

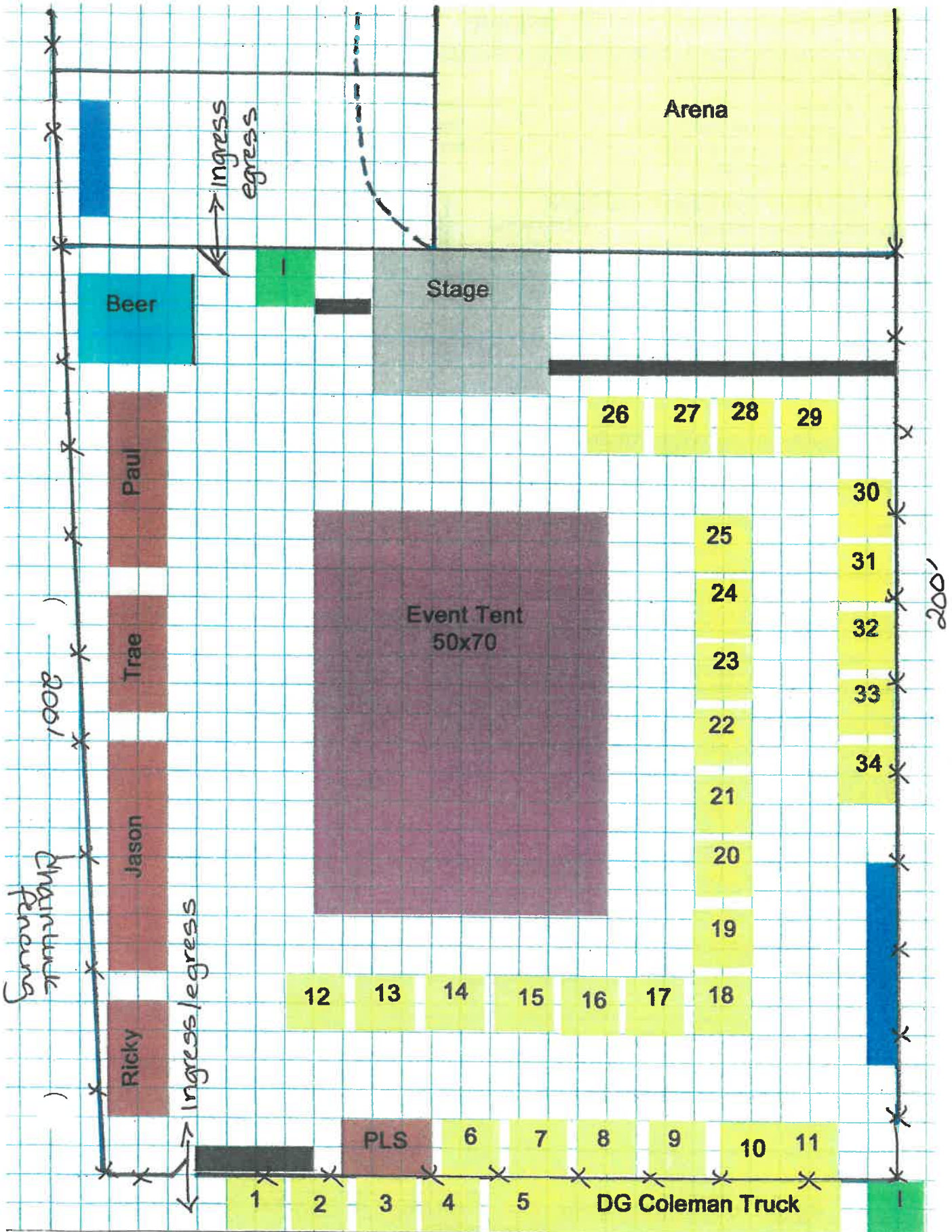
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.
THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
Signature	Title	Date

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			Total
License Account Number	Liability Date	State	
		-750 (999)	\$

(Instructions on Reverse Side)



170'
 — ROAD —

P.O. Box 1373
Fairplay, CO 80440
(719) 836-4203 (Fairplay)
(719) 836-3273 (Fax)
teisenman@parkco.us

COUNTY OF PARK

County Manager



July 2, 2020

Tina Darrah
Town of Fairplay, Administrator
400 Front Street
Fairplay, Co 80440

Dear Ms.Darrah,

This letter is to acknowledge that the Park County Commissioners support and approve the proposed Beer Garden for the 2020 Park County Fair.

Our hope is that you will approve this request for this Beer Garden to be able to operate for this year's Fair.

Respectfully,
Thomas Eisenman

A handwritten signature in black ink that reads "Thomas Eisenman".

Park County Manager

Richard Elsner
(719) 836-4209

Mike Brazell
(719) 836-4210

Ray Douglas
(719) 836-4211

PARK COUNTY FAIR BOARD

P.O. BOX 603
FAIRPLAY, CO 80440

COLORADO EAST BANK AND TRUST
FAIRPLAY, CO 80440
82-157/1021

2226

6/17/2020

PAY TO THE ORDER OF Town of Fairplay

\$**150.00

One Hundred Fifty and 00/100*****

DOLLARS

PROTECTED AGAINST FRAUD

Town of Fairplay



[Handwritten Signature]

MEMO

Beer garden 2020 Permit

⑈002226⑈ ⑆102101577⑆ 1610147701⑈

AFFIDAVIT

Regarding the Required Posting of Property:

HEARING ON: SPECIAL EVENT LIQUOR LICENSE

Property Address: 880 Bogue Street, Fairplay, CO 80440

I, CARRIS KASPER, hereby certify that I have posted the property located as stated above, with the proper notice for:

Public Hearing before the Town Board on July 6, 2020.

Date of Posting: 6/25/20

Date of Affidavit: 6/25/20

Carris Kasper

Town of Fairplay Staff



COLORADO
Department of Public
Health & Environment

July 1, 2020

Mike Brazell, Commissioner
Dick Elsner, Commissioner
Ray Douglas, Commissioner
Park County Board of Commissioners
856 Castello Avenue,
Fairplay, CO 80440

Lynn Ramey
Park County Public Health
PO Box 846
825 Clark St.,
Fairplay, CO 80440

RE: Park County Variance Request from portions of **Public Health Order 20-28**

Dear Commissioners and Director Ramey:

Thank you for your second application to the Colorado Department of Public Health and Environment (CDPHE) requesting a variance to portions of **Public Health Order 20-28 Safer at Home**. I have had an opportunity to review your request for indoor events, outdoor events, and life rites and consider the information provided. The request is approved, with some amendments, as explained further below.

As stated in Appendix G to PHO 20-28, when reviewing a variance request, we evaluate the current prevalence of COVID-19 in the jurisdiction, including whether cases are increasing, stable, or decreasing. Your application addresses particular requirements that you propose as an alternative to the Safer at Home model for each of these areas. The data and information included in your request demonstrates that Park County has reported 27 COVID-19 cases to date with 4 cases in the last two weeks, putting Park County in the "low" variance category - see [here](#) for more information.

Based on the low disease prevalence in Park County as assessed in this variance review, the following standard is applied: for all indoor and outdoor spaces, in order to achieve 6 feet distancing, the limit is 50% of the posted occupancy code ensuring a minimum 28 square feet per person not to exceed more than 175 people gathered in a confined indoor space at any given time, and not to exceed 250 in an outdoor space.

Your variance application requests variances in the sector of indoor events, outdoor events, and life rites, as follows:

Park County Variance
July 1, 2020

- Allow 175 people indoors and 250 outdoors for:
 - Park County Fair and other community events
 - Receptions, events, and life rites
- Allow libraries to operate at 50% capacity not to exceed to 175 people, consistent with Appendix A of PHO 20-28

Since the filing of your variance request, the Seventh Amended PHO 20-28 has been issued, which addresses some of the requests that you have made. In particular, fairs, festivals, and other indoor or outdoor events (including receptions) not otherwise covered by PHO 20-28 are addressed, with outdoor venues allowed up to 175 people within the usable space and indoor venues may allow up to 100 people within the usable space. Your variance request for the Park County Fair, other community events, life rites, and receptions of up to 175 people indoors and 250 people outdoors is approved.

Regarding libraries, they may open under the current PHO as indoor events for 100 people in a confined space using the [Social Distancing Space Calculator](#). With this approved variance, libraries may open at 50% occupancy with 175 people, with 6 feet distancing in all settings.

This variance approval is granted based on the facts and circumstances today as you have described them in your request, and is subject to adjustment if conditions worsen as described [here](#). If the County observes 7 or more cases in a two week period, notify CDPHE and then implement a mitigation plan for 2 weeks to try and restore virus transmission levels to the baseline under which the variance was approved. If after 2 weeks the levels are not restored, then the capacity limits are automatically adjusted to the maximum of the new level (low goes to medium, medium goes to high). If the county started at the "high" level for the variance, and after the 2 weeks of mitigation the baseline has not been restored, then the variance is rescinded. This standard for variance review applies to all variances currently in effect in Park County. Additionally, CDPHE reserves the right to modify or rescind this variance approval as circumstances warrant. This approval is in effect until the final expiration of PHO 20-28, which will be extended in some capacity beyond the current expiration date of June 30, 2020.

I appreciate your thoughtful approach to these challenging issues, and wish you all the best in your continuing efforts to ensure that Park County residents are safe and healthy as we deal with this global pandemic. Park County is a valued partner, and we are available to answer any questions and work with you on these matters. Please give me a call if you have any questions.

Sincerely,



Jill Hunsaker Ryan, MPH
Executive Director

COVID-19 | Safer at Home

Guidance for Public Health Order 20-28

Updated June 18, 2020

PUBLIC HEALTH ORDER 20-28: SAFER AT HOME

Click to advance for guidance on:

- BEST PRACTICES FOR ALL BUSINESSES, ESSENTIAL AND NON-ESSENTIAL CAMPGROUNDS AT COLORADO STATE PARKS**
- CHILD CARE**
- CHILDREN'S DAY CAMPS AND YOUTH SPORTS CAMPS**
- EDUCATION P-12**
- EDUCATION - HIGHER ED**
- FIELD SERVICES & REAL ESTATE**
- INDOOR EVENTS**
- LIMITED HEALTH CARE SETTINGS**
- NON-CRITICAL MANUFACTURING**

- PERSONAL RECREATION**
- PLACES OF WORSHIP**
- OUTDOOR EVENTS**
- OUTDOOR RECREATION**
- NURSING HOMES & CONGREGATE CARE FACILITIES**
- OFFICE-BASED BUSINESSES**
- PRIVATE CAMPGROUNDS**
- RESIDENTIAL CAMPS**
- RESTAURANTS, BARS and FOOD SERVICES**
 - Pick-up only
 - Indoor and outdoor on-premise dining
- RETAIL**

OUTDOOR EVENTS

Outdoor receptions, events, fairs, rodeos, non-critical auctions, concerts, outdoor markets, or other outdoor venues not covered in other guidances where these guidelines and adherence to physical distance can be maintained. This guidance does not apply to activities covered under guidelines for restaurants, houses of worship, personal recreation, or outdoor recreation.

VENUE

- Limit capacity depending on venue size accounting for usable square footage* with a maximum of 175 people per designated activity*. 175 is the outdoor variance limit for areas of "medium" viral spread. If counties want to achieve higher capacity levels, they need to seek a variance.
- Calculate capacity for square footage of usable space using the Social Distancing Space Calculator.
- Collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.
- Ensure 6 feet or more distance between all employees, customers, contractors and visitors.
- Create a queue at entrances and exits that ensures a minimum of 6 feet of physical distance between individuals and pace entry and exit to prevent congestion.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- Consider staggered guest arrival and departure times to avoid congregating at entrances and

VENDORS/EMPLOYEES

- The venue operator for an event with multiple vendors and/or performers/competitors is responsible for ensuring all vendors/performance groups are aware of and adhering to COVID-19 policies and procedures.
- Vendors should be familiar with the CDPHE Workplace Outbreak Guidance (available on the Guidance & Resources page) and apply all recommendations for prevention and mitigation that are outlined in that document to their operation.
- Require use of masks or face coverings unless it would inhibit the individual's health.
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face-touching. Keep documentation of this training and make it available upon request of the local public health agency.
- Require handwashing upon arrival, departure and frequently throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening) questions where possible) (Additional Guidance) and encourage sick employees to use the CDPHE symptom support tool.
- Employees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes,

HOSTS/ATTENDEES

- Request attendees to wear face coverings unless it would inhibit the individual's health, while they are eating or drinking, or if it is not age-appropriate.
- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.
- Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on the level of exposure) to stay home and self-quarantine. Encourage frequent handwashing.
- Attendees should refrain from mixing and mingling with others not in their household during events during events as much as possible.
- Attendees should maintain at least 6 feet of physical distance from others as much as possible.
- Populations at higher risk for severe COVID-19 should consider additional protections or staying home during this time per CDPHE guidance.
- Encourage remote participation whenever possible.

- exits.
- Give reminders to observe at least 6 feet social distance before, during, and after events.
- Seating at events must be appropriately spaced, to reduce mingling and reinforce the necessary distance between individuals in different households.
- Enhance cleaning and sanitization of common touch points (doors, stairwell handles, light switches, elevator switches, etc.).
- Catering services or food services should be seated-only. Food and drink services must follow the same [guidelines as restaurants and bars](#).
- Install hand sanitizing stations at entrances and in high-traffic areas.
- Consider shorter event duration times or limited admission windows to reduce the need for patrons to use restroom facilities, which can be a source of transmission.
- Install plexiglass barriers where appropriate.
- Remove games or activities that require or encourage mingling, congregating and sharing materials. This includes things like board or recreational games, bounce houses, ball pits, shared dance floors (not for performances), and amusement booths and rides at fairs.
- Booths or vendors at events must:
 - Allow spacing for vendor load-in and load-out such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
 - Add a minimum of 6 feet in between booths.
 - Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a

- depending on level of exposure) should not report to work and should self-quarantine.
- Group employees into teams or shifts that stick together to limit mixing between different teams or shifts.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects unless you can disinfect objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.

PERFORMERS/COMPETITORS

- Performances or competitions must be a minimum of 25 feet distance from patrons**.
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events must be checked for fevers, symptoms, and exposures before or at arrival.
- Participants (e.g., players, performers, actors) who have been in close contact with a person suspected or confirmed to have COVID-19 should not participate and should self-quarantine.
- Where necessary, implement alternative placement of performers. If spacing is not possible, in some situations it may be suitable to install barriers to minimize transmission of aerosolized particles.
- Maximize physical spacing between performers on-stage.
- Encourage all employees to wear face coverings, unless doing so would inhibit the individual's health.
- Performers should use a separate entrance/exit than patrons where possible.
- Performers are not included in capacity limits as long as they do not join the spectator/patron areas at any time and remain at least 25 feet from attendees. If performers

- single file, one-way path down the middle.
- Require vendors to have market booth layouts that promote social distancing. Provide them with the space to do this.
- Create one-way traffic flow through the booths to prevent crowding or mingling.
- Use ropes, cones or tape to define the entrance, exit and flow.
- join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high touch areas and equipment such as microphones, instruments, props, etc. between uses.

IF THERE IS A CONFIRMED CASE OF COVID-19 AMONG PATRONS OR EMPLOYEES

- The venue operators must notify and cooperate with their local public health agency on next steps.
- Local public health agency contacts can be found [here](#).
- Outbreak guidance for non-healthcare facilities can be found [here](#).

*Venues that have multiple designated activities/events that are physically separated, such as a fair with activities taking place in separate buildings or arenas, may have the maximum capacity in each setting, and must implement additional prevention measures, such as one-way traffic, as attendees move from one activity or event to the next. The designated activities must occur a minimum of 50 feet from each other, maintain separate entrances and exits, and must minimize the use of shared facilities like restrooms.

**Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.

INDOOR EVENTS

Receptions, events, concerts, indoor markets, indoor malls, non-critical auctions, theaters, trade shows, or other indoor venues not covered in other guidance documents where these guidelines and adherence to physical distance can be maintained.

VENUE

VENDORS/EMPLOYEES

HOSTS/ATTENDEES

- Limit capacity depending on venue size accounting for usable square footage* with a maximum of 100 people per room. 100 is the [indoor variance limit](#) for areas of "medium" viral spread. If countries want to achieve higher capacity levels, they need to [seek a variance](#).
- Capacity for square footage of usable space should be calculated using the [Social Distancing Space Calculator](#).
- Collect contact information of guests or attendees through tactics like taking reservations, requiring RSVPs, or having sign-in sheets, and times of arrival and departure to help with potential exposure notification.
- Ensure 6 feet or more distancing between all employees, customers, contractors and visitors.
- Must create a queue at entrances that ensures a minimum of 6 feet of physical distancing between individuals and pace entry to prevent congestion.
- Operate on a one-in-one-out basis when at capacity.
- Give reminders to observe 6 feet physical distancing before, during, and after events.
- Post signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- If the event is catered, do not allow for self-service stations or buffets.
- Enhance cleaning and disinfection of common touch points (doors, stairwell handles, light switch, elevator switch, etc.): [CDC cleaning guidance](#)
- Ensure ventilation at the venue is in line with or exceeds OSHA guidance.
- Install touchless hand sanitizing stations at entrances and in high-traffic areas.
- Provide guidance and encouragement on maintaining 6 feet of physical distancing.
- Require the use of masks or face coverings whenever possible.
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face-touching.
- Require frequent handwashing upon arrival, departure and throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible ([Additional Guidance](#)) and encourage sick employees to use the [CDPHE Symptom Support tool](#).
- Employees who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not report to work and should self-quarantine.
- Group employees into teams or shifts that stick together.
- Encourage all employees not critical to in-person operations to continue working from home remotely.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects, or disinfect the objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.
- **PERFORMERS/COMPETITORS**
 - Performances must be a min. of 25 feet distance from patrons*
 - Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events should have their symptoms checked, and participants who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not participate and should self-quarantine.
 - Adopt seating and spacing modifications to increase
- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.
- Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (within 6 feet for at least 10 minutes) to stay home and self-quarantine.
- Encourage frequent handwashing.
- Attendees should refrain from mixing and mingling with others not in their household during events as much as possible.
- Attendees should maintain at least 6 feet of physical distancing from others as much as possible.
 - Request attendees to wear face coverings unless it would inhibit the individual's health, while they are eating or drinking, or if it is not age-appropriate.
- [Populations at higher risk for severe COVID-19](#) should consider additional protections or staying home during this time per CDPHE guidance.
- Encourage remote participation whenever possible.

- Deploy plexiglass barriers where appropriate.
- Limit, wherever possible, the sharing of tools, equipment, or other shared resources (not involved in games or activities).
- Remove games or activities that require or encourage standing around, congregating, or shared materials. This includes things like board or recreational games, bouncy houses, ball pits, shared dance floors (not for performances), or amusement booths or rides at fairs.
- Booths or vendors at events must follow the guidance for booths.
- Physical distance from a performer.
 - Where necessary, install barriers to minimize travel of aerosolized particles from performers, or implement alternative placement of performers.
 - Maximize physical spacing between performers on-stage.
 - Performers should use a separate entrance/exit than patrons where possible.
 - Performers are not included in capacity limits so long as they do not join the spectator/patron areas at any time. If performers join the patron spaces, they must be included in the capacity limit numbers.
 - Disinfect high-touch areas and equipment such as: microphones, instruments, props, etc. between uses.

*Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.

IF THERE IS A CONFIRMED CASE OF COVID-19 AMONG PATRONS OR EMPLOYEES

- The event organizers must notify and cooperate with their local public health agency on next steps.
- Local public health agency contacts can be found [here](#).
- Outbreak guidance for non-healthcare facilities can be found [here](#)

RESIDENTIAL CAMPS

All overnight camps, including exempt overnight camps operating for less than 72 hours, must operate with restrictions and strong precautionary measures, as specified in the guidance below.

**OPENING STATEMENT – VARIANCE REQUEST TO THE FAIRPLAY MUNICIPAL CODE
HEIGHT LIMITATION**

I WILL NOW OPEN THE PUBLIC HEARING ON THE APPLICATION OF BRANDON DARDANIS FOR APPROVAL OF A VARIANCE REQUEST TO THE FAIRPLAY MUNICIPAL CODE HEIGHT LIMITATION ON THE PROPERTY LOCATED AT 255 HWY. 285.

THE TOWN HAS JURISDICTION TO CONDUCT THIS PUBLIC HEARING UNDER SECTION 31-23-301 OF THE COLORADO REVISED STATUTES AND CHAPTER 16 OF THE FAIRPLAY MUNICIPAL CODE. NOTICE OF HIS HEARING HAS BEEN GIVEN BY POSTING AND PUBLICATION IN THE MANNER REQUIRED BY SECTION 16-4-10 OF THE FAIRPLAY MUNICIPAL CODE AND EVIDENCE OF SUCH NOTICE IS HEREBY MADE A PART OF THE RECORD OF THIS PROCEEDING.

THE PURPOSE OF THIS HEARING IS TO CONSIDER THE APPLICATION FOR A VARIANCE OF THE FAIRPLAY MUNICIPAL CODE HEIGHT LIMITATION OF THE SUBJECT PROPERTY.

THE PROCEDURE TO BE FOLLOWED IN THIS CASE WILL BE AS FOLLOWS:

1. STAFF WILL PRESENT THE CASE.
2. THE APPLICANT, OR THE APPLICANT'S LEGAL COUNSEL, MAY GIVE AN OPENING STATEMENT.
3. FOLLOWING THE OPENING STATEMENT, IF ANY, THE APPLICANT AND ANY OTHER PERSONS SUPPORTING THE APPLICATION MAY PRESENT ANY EVIDENCE SUPPORTING THE PROPOSED SUBDIVISION OF THE SUBJECT PROPERTY.
4. AT THE CONCLUSION OF THE APPLICANT'S CASE, ANY PERSONS OPPOSING THE PROPOSED SUBDIVISION OF THE SUBJECT PROPERTY MAY PRESENT EVIDENCE.
5. THE APPLICANT MAY THEN PRESENT ANY REBUTTAL EVIDENCE.

THIS HEARING IS BEING RECORDED AND I WILL CAUTION ALL WITNESSES AND ATTENDEES THAT THEY MUST IDENTIFY THEMSELVES. COMMENTS OR INTERRUPTIONS FROM MEMBERS OF THE AUDIENCE DURING TESTIMONY WILL INTERFERE WITH THE PROCEEDING AND WILL NOT BE ALLOWED.

ARE THERE ANY OBJECTIONS TO THE JURISDICTION OF THE TOWN OR TO THE PROCEDURE WHICH I HAVE JUST DESCRIBED?

HEARING NONE, THE STAFF WILL NOW PRESENT THE CASE.

Fairplay Planning Department
Fairplay Town Hall
901 Main Street
Fairplay, Colorado 80440



Fairplay Board of Trustees
Mayor – Frank Just
Eve Stapp
Scott Dodge
Cindy Bear
Josh Voorhis

Board of Adjustment Hearing

Middlefork RV Park Free-Standing Pole Sign – Height Variance Request 255 U.S. Highway 285

Hearing Date: July 6, 2020

File Name and Process: Middlefork Pole Sign – Height Variance Request

Owner/Applicant: Middlefork RV Park, LLC.

Representative: Brandon Dardanis

Legal Description: 255 U.S. Hwy. 285 / Parcel F (Sam Mick Subdivision)

Zoning: Commercial

Staff Member: Scot Hunn, Town Planner

Staff Report

I. Summary of Request:

The Applicant, Middlefork RV Park, LLC., represented by Brandon Dardanis, is requesting approval of the following variance request:

- Highway pole sign maximum height.

The Town of Fairplay Unified Development Code permits a pole sign in the Commercial Zone District to be no higher than twenty-five (25') measured from the ground to the top

of the sign. The Applicant is proposing a 35' sign at the Middlefork RV Park to replace an existing "RV Park" sign in the same location.

All other aspects of the sign appear to meet or exceed the numerous sign code intents and requirements and **staff is recommending approval** of the variance with suggested revisions and conditions of approval.

II. Summary of Process and Code Requirements:

Sign Requirements and Standards

The following sections of Article 25 – *Signs*, Unified Development Code (UDC) are applicable to the Middlefork RV Park sign permit application and variance request:

Section 16-25-10 – Purpose

"The regulation of signs is important because of the reliance of Fairplay on the tourist arising from the natural and scenic beauty of the area. The sign code is intended to create a more aesthetically pleasing environment for both visitors and residents by preventing the over-concentration, improper placement and bulk of signs and creating a comprehensive and balanced system of visual communication. At the same time, these sign regulations are intended to protect public health and safety and to maintain the value of surrounding properties. To accomplish these purposes, it is the intent of these regulations to:

- (A) Recognize that signs are a necessary means of visual communication for the convenience of the public and to provide flexibility within the sign review/approval process for unique circumstances and creativity.*
- (B) Recognize and ensure the right of those concerned to identify business, services and other activities by the use of signs, and limit signs to those which are accessory and incidental to the use on the premises where such signs are located.*
- (C) Provide a reasonable balance between the right of an individual to identify his or her business and the right of the public to be protected against the visual discord resulting from the unrestricted proliferation of signs and similar devices.*
- (D) Protect the public from damage or injury caused by signs that are poorly designed or maintained and from distractions or hazards to pedestrians or motorists caused by the indiscriminate placement or use of signs.*
- (E) Conserve energy by supporting use of lighting elements that utilize light emitting diodes (LED), fluorescent bulbs and other low energy consuming lighting devices, thereby reducing energy demands.*

- (F) *Promote conservation of energy by reducing or eliminating the over-lighting of signs and use of inefficient lighting systems.*
- (G) *Support use of materials in structures that include recycled products and other materials that are designed for longevity and that minimize environmental impacts.*
- (H) *Ensure signs are well designed and contribute in a positive way to the Town of Fairplay’s visual environment, express local character, and help develop a distinctive image for the Town.*
- (I) *Encourage signs which are responsive to the aesthetics and character of their particular location, adjacent buildings and uses, and the surrounding neighborhood.*
- (J) *Ensure signs are compatible and integrated with a building’s architectural design and with other signs on and near the property.*
- (K) *Prevent unnecessary or excessive competition between signs in the Town.*
- (L) *Ensure signs are appropriate for where they are located.*
- (M) *Provide mechanisms for bringing nonconforming signs into compliance with these regulations as a result of changing use, abandonment or other legal mechanisms.*

Staff Response:

Staff suggests that the proposed, internally lit pole sign is generally compatible with the area; is generally appropriate for its location along the U.S. Highway 285 frontage. The sign design also addresses energy conservation through the use of LED lighting elements. Specifically, the sign design is responsive to the “aesthetics and character” of the subject property by integrating artistic graphics with the creative use of LED lighting to accentuate RV images and sign text. The sign size complies with the Town’s standard within the Commercial Zone District.

The proposed sign should be considered an upgrade in terms of improving visibility of the park’s location as a matter of convenience and safety for the traveling public while contributing positively to the Town’s visual environment, character and image.

Staff respectfully suggests the Zoning Board of Adjustment also consider the requested height of the sign relative to the Hwy. 285 road elevation in determining whether the sign is appropriate for its location, as presented, or if modifications are recommended to bring the sign further into conformance with the Town’s sign height regulations. The existing “RV Park” sign location is generally situated at or about the same elevation of the road; however, the subject property – and the location of the sign – are at a lower elevation than adjacent commercially zoned properties to the north and south due to the topography of the area.

Section 16-25-60 – Sign Permit Review Criteria

(A) The following review criteria will be used by the Town of Fairplay staff to evaluate all sign permit applications:

- 1. Sign meets the requirements of this Article;*
- 2. Sign conforms to the requirements of all applicable codes including, but not limited to, building and electrical codes;*
- 3. Sign conforms to the applicable zoning requirements, including but not limited to, size, height, material and location for the zone district in which it is located;*
- 4. Sign would not create visual obstructions which adversely impact public safety and/or that otherwise interfere with pedestrian or vehicular safety;*
- 5. Sign would not detract from the character of an architectural, historical or scenic area;*
- 6. Sign would not be located so as to have a negative impact on adjacent residential property including, but not limited to, impacts from excessive lighting, shading of or impairment of solar access, visibility of or from public rights-of-way and similar adverse impacts;*
- 7. Sign would not impair pedestrian access of a street or area; and*
- 8. Sign would not add to an over-proliferation of signs on a particular property or area.*

Staff Response:

Staff does not believe the proposed double-sided, internally lit pole sign will have adverse impacts on the character of the surrounding area, solar or pedestrian access. To the contrary, the sign may have positive impacts on visibility of an important tourist-oriented business located along a major transportation route serving the community, without adding to or creating over-proliferation of signs on the subject property or the area. However, the sign as proposed does not conform to the Town's code requirements and standards for maximum sign height.

Section 16-25-130 - Measurement of Sign Area and Height

(A) Sign surface area. The area of a geometric shape enclosing any message, logo, symbol, name, photograph or display face shall be measured using standard mathematical formulas. Time and temperature devices shall not be included within the measurement of the maximum sign area.

(C) Back-to-back (double-faced) signs. Back-to-back signs shall be regarded as a single sign only if mounted on a single structure and the distance between each sign face does not exceed two (2) feet at any point.

(F) Sign height. The height of a sign shall be measured from the highest point of a sign, excluding decorative embellishment, to the grade of the adjacent street or the surface grade beneath the sign, whichever is less. When berms are used in conjunction with signage, the height of the sign shall be measured from the mean elevation of the fronting street.

(G).3 - Freestanding signs. A freestanding sign is a sign which is supported by one or more columns, uprights, poles or braces extended from the ground, or which is erected on the ground and shall also include monument sign and pole signs but does not include a sign attached to a structure.

(G).3.a – Location. The sign may be located only on a site frontage adjoining a public street. No freestanding sign in any zone district can be erected so as to encroach on adjoining property or right-of-way. All portions of the sign shall be located inside the property boundaries of the lot on which it is located.

(G).3.b – Maximum area and height. The sign shall comply with the height and area requirements established in Section 16-25-140 Sign Matrices.

(G).3.c – Sign mounting. The sign shall be mounted on one (1) or more posts or have a solid monument type base. Posts shall not have a diameter greater than twelve (12) inches. Pole bases shall be protected by concrete or similar sturdy structure to prevent damage. Pole structures may be used as landscaping planters.

(G).3.d – Pole signs. Pole signs should not be so large as to obscure the patterns of front facades and yards.

Section 16-25-140 - Sign Design

(A) Design compatibility.

1. Creative sign design is encouraged. Signs shall make a positive contribution to the general appearance of the street and commercial area in which they are located. A well-designed sign can be a major asset to a building. The Town of Fairplay encourages imaginative and innovative sign design. The creative sign application procedure (Section 16-25-160) is specifically designed for artistic and unusual that might not fit the standard sign regulations and categories.

2. The scale of signs shall be appropriate for the building on which they are placed and the area in which they are located. Building signs shall be compatible in scale and proportion to the building façade upon which they are mounted.

3. Sign location and placement shall conform to the following standards

4. *Freestanding signs shall be landscaped at their base in a way harmonious with the landscape concept for the whole site. Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer.*
5. *Signs adjacent to residential neighborhoods shall be designed and located so that they have little or no impact on residential areas. Small scale signs are encouraged.*
6. *Colors shall be selected to contribute to the legibility and design integrity. Sign colors shall complement the colors used on the structures and the project as a whole. Colors or combinations of colors that are harsh and disrupt the visual harmony and order of the street are unacceptable.*
7. *Substantial contrast between the color and the material of the background and the letters or symbols will make the sign easier to read during both the day and night. Light letters on a dark background or dark letters on a light background are most legible.*
8. *Colors or color combinations that interfere with legibility of the sign copy or that interfere with viewer identification of other signs shall be avoided.*
9. *Signs shall be constructed of durable, high quality architectural materials. The sign package must use materials, colors and designs that are compatible with the building façade. Sign materials must be of a proven durability. Treated wood, manufactured composite products with ingredients that use recycled materials, painted/treated/patina metal, stone, brick and stucco are the preferred materials for signs.*
10. *Signs shall be adequately legible under the circumstances in which they are primarily seen; a. The speed at which they are viewed; b. Distance from the edge of the right-of-way; c. The context and surroundings in which they are seen; the design, colors and contrast of the sign copy and sign face; and, the design of the sign including copy, lettering size and style, and colors shall logically relate to the average speed of the traffic which will see it. Signs shall legibly convey their messages without being distracting or unsafe to motorist reading them. Symbols and logos can be used in place of words whenever appropriate.*
11. *Unnecessary lighting is to be avoided.*
12. *Sign illumination shall complement, not overpower, the overall composition of the site.*
13. *All lighted signs incorporating a direct light source shall be designed to direct lighting to illuminate only the face of the sign. External light sources aimed at a sign shall be concealed from pedestrians' and motorists' lines of sight.*

14. *Signs must be illuminated in a way that does not cause lighting trespass, illumination of adjacent properties, over-lighting or glare onto the street and adjacent properties. Signs shall be lighted only to the minimum level for nighttime readability.*

16. *Flashing, moving, blinking, chasing or other animation effects shall be prohibited on all signs except time and temperature signs.*

17. *Neon tubing is an acceptable method of sign illumination for window signs in commercial districts.*

18. *The use of individual cut, back-lit letter signs is encouraged.*

19. *The use of solar electric lighting devices to illuminate signs is encouraged.*

Staff Response:

The proposed sign addresses many of the above standards by providing a professionally designed and constructed sign that uses contrasting backgrounds and text, creative design elements (themed images/artistic graphics that are internally illuminated) and colors that are pleasing rather than harsh. One aspect specific to pole signs that has not been addressed in the application and that can be improved upon is the requirement for landscaping at the base of the pole sign. The code calls for the base of pole signs to be landscaped with a “dense cluster at the base of the sign that is equally attractive in winter and summer.” Staff suggests that any approval of the sign permit and variance request be conditional on the provision of a landscape plan and/or a written description of proposed landscape treatment at the base of the pole sign, with an emphasis on plant materials that are columnar (upright) in nature to reduce the perceived height of the exposed poles supporting the sign.

Section 16-25-160 – Creative Signs

(A) Purpose. This Section establishes standards and procedures for the design, review and approval of creative signs. The purposes of this creative sign program are to:

- 1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and*
- 2. Provide a process for the application of sign regulations in ways that will allow creatively designed signs that make a positive visual contribution to the overall image of the Town of Fairplay, while mitigating the impacts of large or unusually designed signs.*

Staff Response:

Staff believes this sign request fits the definition and criteria for a creative sign.

Variance

This is a variance request pursuant to Section 16-22-70, *Powers of Board of Adjustment*, Town of Fairplay Unified Development Code (UDC). This is a formal hearing by the Zoning Board of Adjustment and proper public notice was provided.

Approval Criteria and Findings

Section 16-22-70 (B) of the UDC below outlines the criteria and findings necessary for the granting of a variance:

1. *That the variance will not authorize the operation of a use other than those uses specifically enumerated as a primary permitted use for that district in which the property is located and for which the variance is sought;*
2. *One of more of the following special circumstances or conditions exist with respect to the specific property:*
 - a. *Exceptional narrowness, shallowness, or shape of the property at the time of the enactment of the regulation in question;*
 - b. *Exceptional topographic conditions of the property; and*
 - c. *Other extraordinary and exceptional situations or conditions of the property.*
3. *The special circumstances and conditions have not resulted from any act of the Applicant.*
4. *That the variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use or development of adjacent property;*
5. *That the variance, if granted, is the minimum that will afford relief and is the least modification possible of the provisions of this Chapter which are in question;*
6. *That the granting of the requested variance would relieve a peculiar, exceptional and undue hardship on the applicant, provided that such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zoning regulations as embodied in this Chapter and the Zoning Map.*
7. *That the variance, if granted, will not adversely affect the public health, safety, and welfare.*

Staff Response:

This variance request for relief from the Town's pole sign maximum height limit is based on the assertion by the Applicant that subject property – Parcel F Sam Mick Subdivision - where the Middlefork RV Park is located is unique and has exceptional topographic conditions that are unlike other properties located on the east side of the U.S. Highway 285 corridor within the Town of Fairplay. Specifically, the requested variance is proposed because the Applicant feels the sign location is lower (in comparison to the Hwy. 285 road platform and the perspective of drivers passing by the park site) than other business signs situated along the east side of the highway.

While staff does not feel that the sign location is significantly lower than the highway platform (the elevation of the road surface), it appears that similar pole signs placed on surrounding properties – to the north and to the south - are situated more prominently in relation to the highway due to the finished grade on those adjacent properties which is uphill from the highway platform. Therefore, it could be argued that the Middlefork RV Park property is unique and exceptional in relation to surrounding properties.

III. Zoning Analysis:

Zoning

The subject property is located within the Commercial Zone District. Pole signs are permitted in the Commercial Zone District. The purpose and objectives of the Commercial Zone District are described as follows:

“Commercial adjacent to Highway 285 allows larger more intensive highway oriented commercial. Uses include grocery, restaurants, vehicle service, general retail, business/professional offices, governmental facilities, banks, medical/dental clinics, vehicle sales, motels, car wash, bowling lanes etc. Residential located in the rear of structures or on the second floor primarily serves employees and is secondary to business use. Storage is enclosed and screened with berms, landscaping and/or opaque fencing.”

- Town of Fairplay UDC Section 16-5-20 – Description of Zone Districts

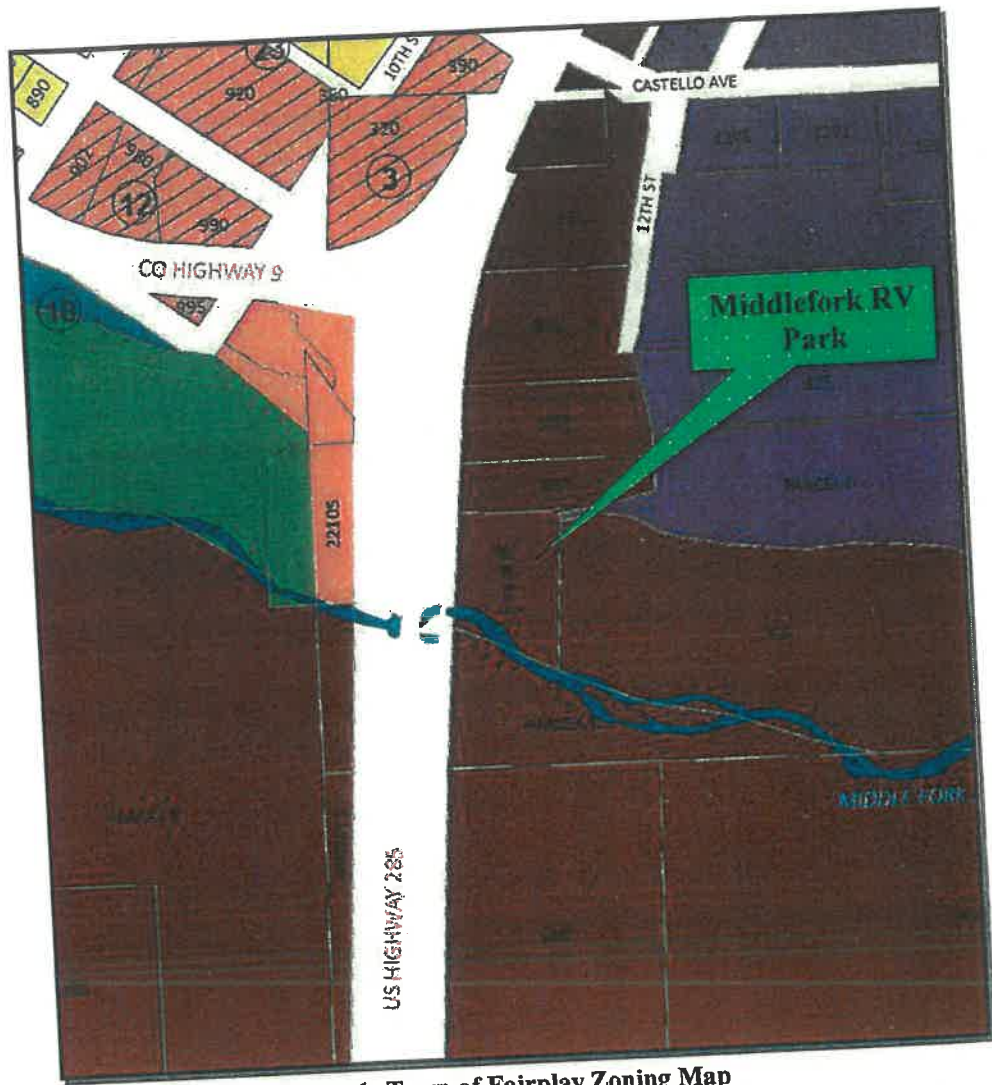


Figure 1: Town of Fairplay Zoning Map

Sign Standards

The following table summarizes the sign standards and limitations applicable to the subject property pursuant to Sections 16-5-40. – *Table of Dimensional standards* and 16-10-20 – *Off-Street Parking Spaces Required*.

Regulation	Allowed/Required	Proposed/Existing
Maximum Sign Height:	25 Feet	35 Feet
Maximum Sign Size (sq. ft.)	128 sq. ft. (per side)	120 sq. ft. (per side)
Lighting (allowed in district)	Yes	Yes

Note:

- The UDC limits illumination of signs within five-hundred (500') feet of existing residential uses. Uses in the vicinity are commercial or lodging/short-term rental in nature, and not residential zoned neighborhoods.

IV. Community Plan Policies:

Applicable Community Plan Policy Goals and Objectives

In addition to the sign standards listed above, the following Town of Fairplay Comprehensive Plan goals and policies are provided for reference.

Community Character, Design & Identity (p. 18)

The following passage included within the “community vision” statement is relevant to the sign permit and variance request:

“Areas adjacent to Main Street and Highway 285 include wide sidewalks, thematic signage, traffic calming, landscaping and improvements that support motorized and non-motorized movement.”

Goal CCDI-1 – Protect and improve Fairplay’s Unique Character with Historic Preservation and Quality Design

Policies supporting the variance request include:

- b. Endorse use of sign design standards that are compatible with and do not dominate the structures or streetscape.*

Economy:

Goal EC-2 – Create an Environment in Which Local Businesses Prosper

Policies supporting the variance request include:

- b. Maintain infrastructure to support existing business.*
- c. Actively support existing business retention and expansion.*

Future Land Use:

The following excerpt from the Commercial land use designation is applicable to the review of the proposed sign:

“Commercial is situate don either side of Highway 285. It supports larger more intensive commercial uses. This area emphasizes automobile circulation but still provides excellent accessibility for pedestrians and bicycles. Architectural character is more contemporary, but still emphasizes good design, landscaped parking, attractive signage and screened storage.”

V. Staff Findings:

The following are staff’s responses to each of the applicable variance criteria and required findings:

1. That the variance will not authorize the operation of a use other than those uses specifically enumerated as a primary permitted use for that district in which the property is located and for which the variance is sought;

Staff Response:

N/A - The variance request is for relief from a design standard; it's approval or denial will have no bearing on the use of the subject property.

2. One or more of the following special circumstances or conditions exist with respect to the specific property:
 - a. Exceptional narrowness, shallowness, or shape of the property at the time of the enactment of the regulation in question;
 - b. Exceptional topographic conditions of the property; and
 - c. Other extraordinary and exceptional situations or conditions of the property.

Staff Response:

Staff suggests that while no exceptional or extraordinary conditions exist on the property due to narrowness, shallowness, or shape, the base elevation of the property is significantly different (lower) than those of surrounding properties from a topographical standpoint.

3. The special circumstances and conditions have not resulted from any act of the Applicant.

Staff Response:

Although site conditions were created, in part, by previous owners (excavation and grading of the site), site topography is also related to natural features and forces associated with the Middlefork of the South Platte River. The conditions did not result from actions of the Applicant.

4. That the variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use or development of adjacent property;

Staff Response:

Staff believes the sign will enhance the existing neighborhood character and is not expected to impair the use or development of adjacent properties in any way primarily due to its distance from adjacent properties and uses, as well as its design.

5. **That the variance, if granted, is the minimum that will afford relief and is the least modification possible of the provisions of this Chapter which are in question;**

Staff Response:

Staff believes that the variance requests, if granted, can be construed to offer or afford the minimum amount of relief from sign height standards of the UDC. However, staff also suggests that the sign may be lowered by some amount in order to achieve a slight variation (0'-5') in height – the minimum amount of relief necessary – and, therefore, better visibility relative to other signs in the surrounding area that may be positioned higher due to significantly different (higher) base elevation at the location where those signs are installed.

6. **That the granting of the requested variance would relive a peculiar, exceptional and undue hardship on the applicant, provided that such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zoning regulations as embodied in this Chapter and the Zoning Map.**

Staff Response:

Staff believes that the granting of the requested variance will relieve an undue hardship without substantial detriment to the public good and in a manner that does not impair the intent and purpose of the zoning regulations. The subject property can be construed as exceptional or unique in the neighborhood in which it is located in. Specifically, that the topography - and the base elevation where the sign is to be installed – is significantly lower than adjacent properties to the north and south.

7. **That the variance, if granted, will not adversely affect the public health, safety, and welfare.**

Staff Response:

Staff believes that granting of the variance requests will not adversely affect the public health, safety, or welfare. If anything, the new Middlefork RV Park sign will be an upgrade to the site signage in ways that should serve to improve communication and wayfinding to the traveling public.

VI. Staff Recommendation and Suggested Conditions:

Staff suggests that the sign permit for a new free-standing pole meets or exceeds a preponderance of the Town's sign standards and that the variance request can be viewed favorably in light of the Town's variance criteria.

Staff is **recommending approval** with conditions.

In the event the Town Board, acting as the Board of Adjustments, votes to approve the variance request, staff respectfully suggests the following conditions of approval.

1. The Applicant provide details (a plan and/or written description) of proposed landscape planter improvements to be located at and around the base of the free-standing pole sign.
2. The Applicant reduce the amount of variance or relief being sought from height restrictions to no more than five (5') feet.



DEVELOPMENT APPLICATION

TOWN OF FAIRPLAY
PO Box 267
FAIRPLAY, CO 80440
719-836-2622

APPLICATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Architectural Review |
| <input type="checkbox"/> Zoning Map Amendment (Rezoning) | <input type="checkbox"/> Site Plan Review |
| <input checked="" type="checkbox"/> Variance | |

APPLICANT INFORMATION

Applicant: Brandon Dardanis for Middlefork RV Park, LLC Date: 6-19-2020

Applicants Address: 255 U.S. Highway 285 Fairplay, CO 80440

Applicants Phone: 970-819-9594 Fax: _____

Email Address: brandon.dar@comcast.net

OWNER INFORMATION

Applicant's Relationship to Owner: Applicant is the Owner of Middlefork RV Park, LLC

Owner's Address: P.O. Box 460364 Denver, CO 80246

Owner's Phone: 970-819-9594 Fax: _____

Email Address: brandon.dar@comcast.net

PROPERTY INFORMATION

Address: 255 U.S. Highway 285 Fairplay, CO 80440

Parcel #: F-Revised

Subdivision: T09 R77 S34 SW34 The Samuel Mick Subdivision

Lot: _____ Block: _____

Existing Zoning: Commercial (C)

Number of Acres: 8.7170

NOTE: No application will be accepted or processed unless it is complete and all fees are paid. In the event the town must retain outside professional services to process or evaluate an application, the applicant shall bear the cost of same, inclusive of engineering and legal fees, in addition to the base application fee. A deposit to cover the reasonable anticipated costs for outside professional services may be required at the time of application. All applications shall be evaluated under the standards and requirements set forth in Section 15 of the Zoning Code and must be accompanied by seven (7) copies of a proposed site plan/plat prepared by a professional engineer or surveyor.

I hereby certify that I am the applicant named above and that the information contained herein and on any attachments hereto is in all respects true and accurate to the best of my knowledge and belief. I also understand that a building permit may not be issued for the property subject to this application until the application receives final approval by the Board of Trustees.

Brandon Dardanis

Applicant

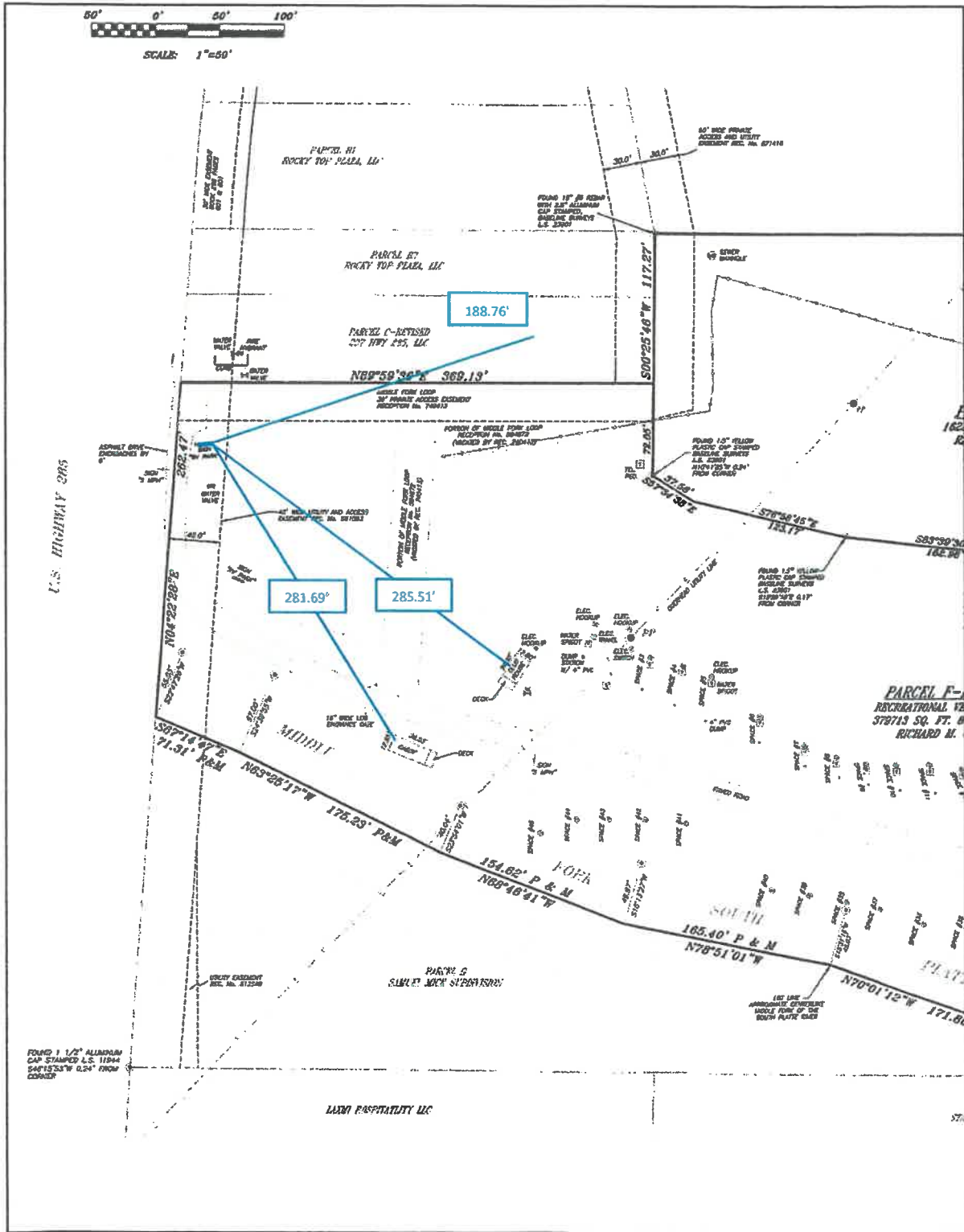
FOR TOWN USE ONLY

Application Checklists

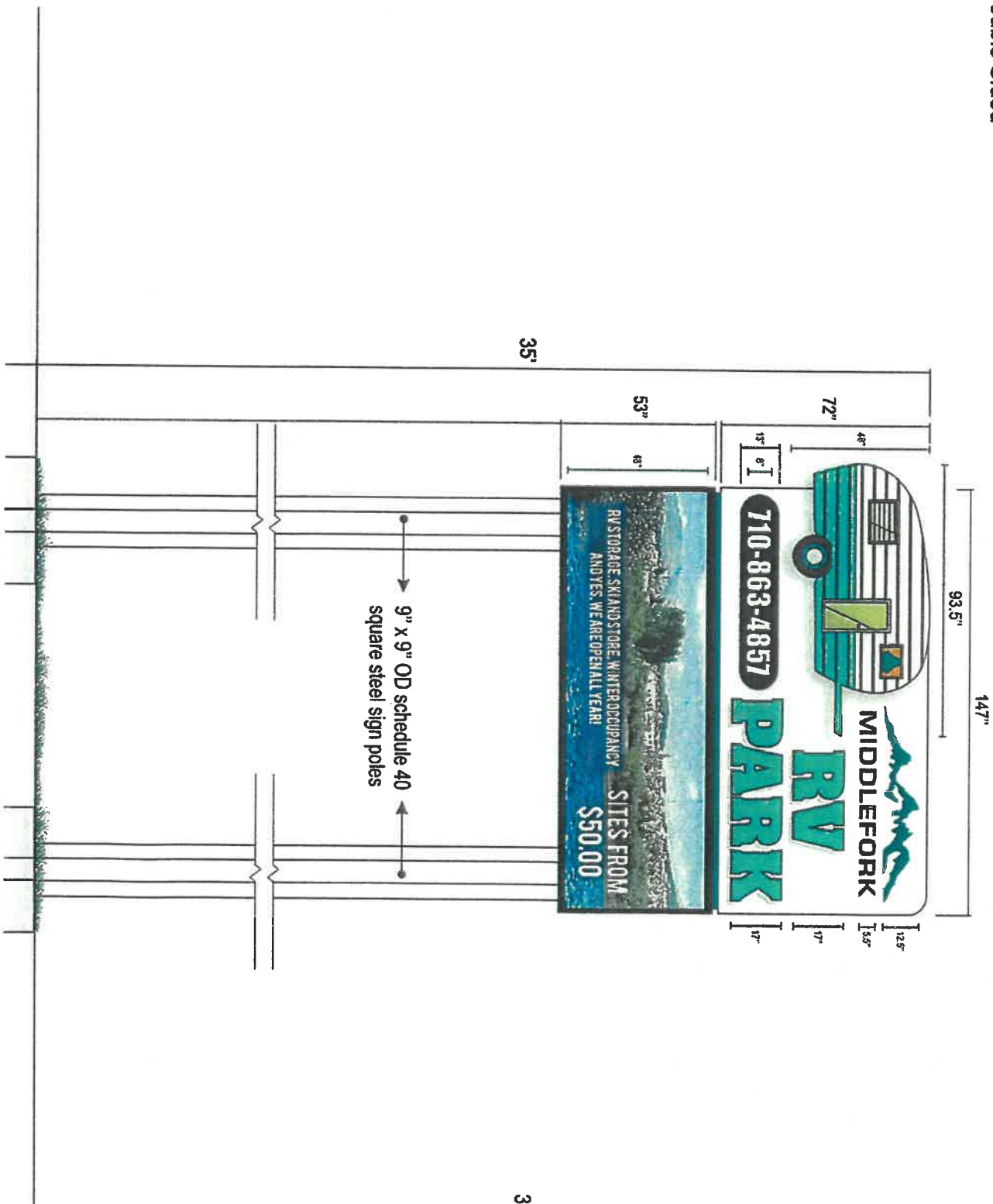
- Complete Application.
- Proof of Ownership (deed) for project property
- Written authorization from property owner(s) for agent (if applicable)
- Existing PUD plat/recording information
- Proposed site development plan/plat (7 copies). If there are structures on property, they must be on plat with all dimensions
- List of persons entitled to notice (by name and mailing address)
- Mailing envelopes (stamped and addressed) for persons entitled to notice
- Proposed development improvements agreement (if applicable). (3 copies)
- Fees and/or deposit
- Other _____



Middlefork RV park layout placement and distance to existing structures.



Pylon Sign: Double Sided



35'

3E



Middlefork RV Park

New Sign Proposal

Current Sign



Proposed Sign





Middlefork RV Park

New sign proposal





Town of Fairplay
901 Main Street • P.O. Box 267
Fairplay, Colorado 80440
(719) 836-2622 phone
(719) 836-3279 fax
www.fairplayco.us

June 26, 2020

Notice of Public Hearings
Regarding the following land use applications for the
Middlefork RV Park located at 255 US Highway 285 in the Town of Fairplay:

- 1) A Variance Request to the Fairplay Municipal Code Height Limitation**
- 2) Expansion of the Existing Special Use Permit**

This is to advise you that on Monday, July 7, 2020 at 6:00 p.m. the Board of Trustees for the Town of Fairplay will conduct public hearings at the Fairplay Town Hall, 901 Main Street, Fairplay, Colorado, concerning:

(Listed in order of hearings)

- 1) a variance request to exceed the municipal code prescribed height limitation of 25 feet by a maximum of 10 feet to place a freestanding sign.
- 2) a request to expand the existing Special Use Permit to allow the long-term rental of RV spaces during the months of October - May.

The applicant is Brandon Dardanis, owner of the Middlefork RV Park.

As an adjacent property owner, you may approve or object to the requested land use applications. You may appear at the Fairplay Board of Trustees meeting as noted above, or you may address your concerns to the Town of Fairplay, PO Box 267, Fairplay, CO 80440. Please call (719) 836-2622 with any questions.

Certificate of Mailing Attached.

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the foregoing Notice of Public Hearing for the following land use applications for the Middlefork RV Park located at 255 US Highway 285 in the Town of Fairplay: 1) a Variance Request to the Fairplay Municipal Code Height Limitation; and 2) expansion of the existing Special Use Permit to allow long term rental of RV spaces during the months of October - May, was placed in the United States mail, postage prepaid, first class, this 26th day of June 2020, addressed to:

Sch #45892
297 Hwy 285 LLC
PO Box 2049
Buena Vista, CO 81211

Sch #45539/Sch # 45903
Stan Kopunec
Paul Kampbell
PO Box 128
Fairplay, CO 80440

**Note that all other surrounding property is owned by the Town of Fairplay.

Tina Darrah – Town Administrator/Clerk

Park County, CO
Geographic Information Systems

Park County Colorado | Snow Plow | Graded Routes | Road Search

Layers

- Layers
- Legend
- Search
- Measurement Widget
- Draw & Measure
- Lat/Lon

Base Layers

- Imagery
- Imagery with Labels
- Streets
- Topographic
- Dark Gray Canvas
- Light Gray Canvas
- National Geographic
- Terrain with Labels



**NOTICE OF PUBLIC HEARING
BEFORE THE FAIRPLAY BOARD OF TRUSTEES
CONCERNING A SPECIAL USE PERMIT**

A public hearing will be held before the Fairplay Board of Trustees at the Fairplay Town Hall, 901 Main Street, Fairplay, Colorado, on July 6, 2020 at 6:00 p.m. concerning changes to the Special Use Permit for 255 US Highway 285, Fairplay, CO. Specifically the Special Use Permit would be expanded to allow the long-term rental of RV spaces in the Middlefork RV Park during the months from October to May. The property is zoned Commercial per the Town's zoning regulations. The applicant for the expanded Special Use Permit is Brandon Dardanis for the Middlefork RV Park. For further information, please contact the Fairplay Town Hall at (719) 836-2622.

Published in the Fairplay Flume on June 26, 2020.

AFFIDAVIT

Regarding the Required Posting of Property:

HEARING ON: VARIANCE/SPECIAL USE PERMIT

Property Address: 255 US Highway 285, Fairplay, CO 80440

I, CERITS KASPER, hereby certify that I have posted the property located as stated above, with the proper notice for:

Public Hearing before the Town Board on July 6, 2020.

Date of Posting: 6/25/20

Date of Affidavit: 6/25/20

Cerits Kasper

Town of Fairplay Staff

**OPENING STATEMENT – REQUEST TO EXPAND THE EXISITING SPECIAL USE PERMIT
TO ALLOW LONG-TERM RENTALS**

I WILL NOW OPEN THE PUBLIC HEARING ON THE APPLICATION OF BRANDON DARDANIS FOR APPROVAL OF A REQUEST TO EXPAND THE EXISTING SPECIAL USE PERMIT ON THE PROPERTY LOCATED AT 255 HWY. 285.

THE TOWN HAS JURISDICTION TO CONDUCT THIS PUBLIC HEARING UNDER SECTION 31-23-301 OF THE COLORADO REVISED STATUTES AND CHAPTER 16 OF THE FAIRPLAY MUNICIPAL CODE. NOTICE OF HIS HEARING HAS BEEN GIVEN BY POSTING AND PUBLICATION IN THE MANNER REQUIRED BY SECTION 16-4-10 OF THE FAIRPLAY MUNICIPAL CODE AND EVIDENCE OF SUCH NOTICE IS HEREBY MADE A PART OF THE RECORD OF THIS PROCEEDING.

THE PURPOSE OF THIS HEARING IS TO CONSIDER THE EXPANSION OF THE EXISTING SPECIAL USE PERMIT OF THE SUBJECT PROPERTY.

THE PROCEDURE TO BE FOLLOWED IN THIS CASE WILL BE AS FOLLOWS:

1. STAFF WILL PRESENT THE CASE.
2. THE APPLICANT, OR THE APPLICANT'S LEGAL COUNSEL, MAY GIVE AN OPENING STATEMENT.
3. FOLLOWING THE OPENING STATEMENT, IF ANY, THE APPLICANT AND ANY OTHER PERSONS SUPPORTING THE APPLICATION MAY PRESENT ANY EVIDENCE SUPPORTING THE PROPOSED SUBDIVISION OF THE SUBJECT PROPERTY.
4. AT THE CONCLUSION OF THE APPLICANT'S CASE, ANY PERSONS OPPOSING THE PROPOSED SUBDIVISION OF THE SUBJECT PROPERTY MAY PRESENT EVIDENCE.
5. THE APPLICANT MAY THEN PRESENT ANY REBUTTAL EVIDENCE.

THIS HEARING IS BEING RECORDED AND I WILL CAUTION ALL WITNESSES AND ATTENDEES THAT THEY MUST IDENTIFY THEMSELVES. COMMENTS OR INTERRUPTIONS FROM MEMBERS OF THE AUDIENCE DURING TESTIMONY WILL INTERFERE WITH THE PROCEEDING AND WILL NOT BE ALLOWED.

ARE THERE ANY OBJECTIONS TO THE JURISDICTION OF THE TOWN OR TO THE PROCEDURE WHICH I HAVE JUST DESCRIBED?

HEARING NONE, THE STAFF WILL NOW PRESENT THE CASE.

Fairplay Planning Department
Fairplay Town Hall
901 Main Street
Fairplay, Colorado 80440



Fairplay Board of Trustees
Mayor – Frank Just
Eve Stapp
Scott Dodge
Cindy Bear
Josh Voorhis

Town Board of Trustees Hearing

Middlefork RV Park Special Use Permit - Amendment Request 255 U.S. Highway 285

Hearing Date: July 6, 2020

File Name and Process: Middlefork Special Use Amendment Request

Owner/Applicant: Middlefork RV Park, LLC.

Representative: Brandon Dardanis

Legal Description: 255 U.S. Hwy. 285 / Parcel F (Sam Mick Subdivision)

Zoning: Commercial

Staff Member: Scot Hunn, Town Planner

Staff Report

I. Summary of Request:

The Applicant, Middlefork RV Park, LLC., represented by Brandon Dardanis, is requesting approval of an amendment to the existing Special Use Permit for the Middlefork RV Park to allow for increased number of RV sites to be used for year-round, long-term occupancy to provide additional workforce housing options in the Town of Fairplay.

The RV Park was originally proposed by Sam Mick and approved by the Town in 2003. Subsequent approvals in 2017 (Resolution No. 16, Series 2017) authorized the use of the

property for long-term stays. At that time, the previous owner requested that up to fifteen (15) spaces be allowed for long-term stays, based on month-to-month lease agreements as a means to ensure compliance with Town's short-term rental policies and regulations.

The current property owner and Applicant is now requesting approval to allow all 44 spaces within the existing RV Park to used and rented for long-term stays (up to eight months) on month-to-month leases. The application summarizes the request:

"We believe there is significant need for cost effective seasonal housing in the winter months in Fairplay. Employees looking for seasonal housing in the Fairplay/Breckeridge corridor face extreme challenges in finding a low-cost place to live. As well, people building homes or winter recreating in the Fairplay area also need an affordable place to live. We believe that we have a solution at the Middlefork RV Park to provide an affordable winter option. We are proposing an amendment to the Special Use Permit to allow that all spaces in the Middlefork RV Park be allowed for monthly stays up to eight months on any one site, during the months of October through May each year."

Staff is **recommending approval** of the proposed amendment to the Special Use Permit, with conditions.

II. Summary of Process and Code Requirements:

Special Use Standards

The following sections of Article VI – *Special Uses*, Unified Development Code (UDC) are applicable to the Middlefork RV Park Special Use Permit Amendment request:

Section 16-6-10 – Special use permits.

(A) A use that is not allowed as a matter of right or without restriction in a zone district may be authorized by special use permit granted by the Board of Trustees. Only uses identified as a special use within a particular zone district may be approved.

(B) Special use permits may or may not run with the land and shall be issued subject to safeguards, terms and conditions as deemed necessary and appropriate by the Board of Trustees to protect and preserve the intent and purposes of the zone district regulations. Violations of the terms and conditions on a special use permit shall be deemed violations of this Section and shall be punishable as set forth in the general penalty provisions of this Code.

Staff Response:

Staff suggests that previous Special Use Permits for this site have been conditional and approved to run with the land.

Section 16-6-30 – *Special use permit application procedures*

(D) Special use permits may be granted by the Board of Trustees only after finding that the proposed special use will not adversely impact the neighborhood or the public safety and welfare. In determining whether to grant a permit, the Board of Trustees shall consider, as applicable, the following factors:

- 1. Ingress and egress to the property and proposed structures with particular reference to automotive and pedestrian safety, convenience, traffic flow and control and access in case of fire or catastrophe;*
- 2. The need and/or adequacy of off-street parking and loading areas and the economic, noise, glare or odor effects of the special use on adjoining properties and the neighborhood generally;*
- 3. Refuse and services areas;*
- 4. Utilities, with reference to location, availability and compatibility;*
- 5. Screening and buffering, with reference to type, dimensions and character;*
- 6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety and compatibility and harmony with properties in the neighborhood;*
- 7. Required yards and other open spaces; and*
- 8. General compatibility with adjacent property and other property in the neighborhood.*

Staff Response:

The proposed amendment to the existing Middlefork RV Park Special Use Permit is generally in line with historic use of the property and should not have any substantive or incrementally adverse impacts on factors such as ingress and egress, public safety or public welfare. Parking remains the same and should be adequate to support the long-term use of spaces; yet, the Applicant may need to provide additional information to demonstrate how, if at all, parking requirements for long-term residents of units will change, or how more intense use of the property will impact and be served by existing utilities (water, sewer, electric) and services (trash). The proposed use remains very similar to previously approved land uses on the property, and, therefore, the proposed amendment can be viewed favorably from a compatibility standpoint. Additional details regarding any anticipated improvements to landscaping, site amenities such as trash or laundry facilities will be helpful during the Town Board's discussions.

III. Zoning Analysis:

Zoning

The subject property is located within the Commercial Zone District. The RV Park use is permitted in the Commercial Zone District via the Special Use Permit process. The purpose and objectives of the Commercial Zone District are described as follows:

“Commercial adjacent to Highway 285 allows larger more intensive highway oriented commercial. Uses include grocery, restaurants, vehicle service, general retail, business/professional offices, governmental facilities, banks,

medical/dental clinics, vehicle sales, motels, car wash, bowling lanes etc. Residential located in the rear of structures or on the second floor primarily serves employees and is secondary to business use. Storage is enclosed and screened with berms, landscaping and/or opaque fencing.”

- Town of Fairplay UDC Section 16-5-20 – Description of Zone Districts

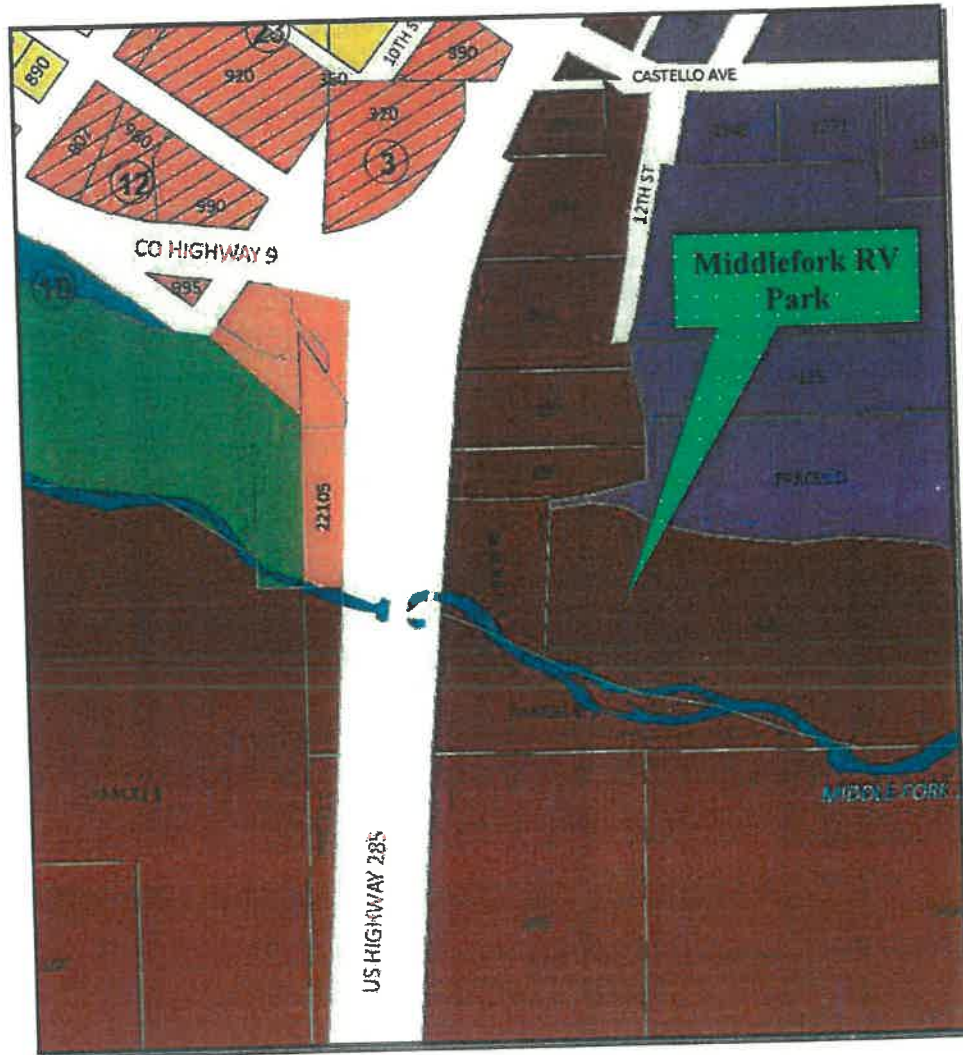


Figure 1: Town of Fairplay Zoning Map

IV. Community Plan Policies:

Applicable Community Plan Policy Goals and Objectives

In addition to the sign standards listed above, the following Town of Fairplay Comprehensive Plan goals and policies are provided for reference.

Community Character, Design & Identity (p. 18)

The following passage included within the “community vision” statement is relevant to the sign permit and variance request:

“Areas adjacent to Main Street and Highway 285 include wide sidewalks, thematic signage, traffic calming, landscaping and improvements that support motorized and non-motorized movement.”

Economy:

Relevant statements from the Economy Guiding Vision (p. 34 of the Comprehensive Plan) include:

“Support for and promotion of existing businesses in Fairplay is a proven long-term strategy for economic stability. Fairplay works with the business community to maximize commercial activity during the peak economic season. Efforts are made to strategically increase business opportunities which could be expanded during the slower winter months of the year.”

“Fairplay and the business community work to maintain a diverse economy that offers products and services to area residents, support a robust job base and to maximize tourism opportunities.”

Goal EC-2 – Create an Environment in Which Local Businesses Prosper

Policies supporting the variance request include:

- b. Maintain infrastructure to support existing business.*
- c. Actively support existing business retention and expansion.*

Housing:

The following housing goals and policies are relevant to this application:

Goal H-1 – Support a Variety of Housing Options that Are Compatible with the Historic Mountain Mining Community Character and Which Comply with Design Guidelines.

Future Land Use:

The following excerpt from the Commercial land use designation is applicable to the review of the proposed sign:

“Commercial is situated on either side of Highway 285. It supports larger more intensive commercial uses. This area emphasizes automobile circulation but still provides excellent accessibility for pedestrians and bicycles. Architectural character is more contemporary, but still

emphasizes good design, landscaped parking, attractive signage and screened storage.”

Staff Response:

Overall, the proposal to intensify the use of the existing RV Park – particularly during winter months – and to add to the Town’s housing stock should serve two primary goals: create more diversity in housing stock and provide support for an existing business. Additionally, the introduction of additional occupancy during all seasons, but particularly during the winter months, in walking distance to nearby retail and service commercial businesses and community events appears to address some of the Town’s economic diversification and viability goals and policies.

V. Staff Findings:

The following are staff’s responses to the proposal and potential issues that should be discussed:

- The 2013 Comprehensive Plan – economy, community character, and housing policies - generally supports this proposal. Particularly, the housing goals and policies of the Town encourage the development of more diverse housing stock (including the type, size, and presumably price point of units) as well as “infill” development; the reuse of this site for essentially increased occupancy throughout the calendar year – using smaller, lower-priced housing options – appears to achieve both economic and diversity goals of the Town.
- The site is generally served by vehicular access and pedestrian sidewalks/trails. The Applicant should be required to demonstrate that wintertime use of the site for long-term occupancy (potentially for all 44 existing sites) will be adequately served by existing access roads, internal circulation and that snow removal and storage can be addressed on-site without affecting parking for long- and short-term stays.
- The property is identified as being within or near a floodplain. Staff understands that previous owners of the property may have completed floodplain or “base elevation” studies to show that the park site is physically raised out of the floodplain; or that the site should NOT be mapped as floodplain. Staff recommends that, overall, continued use of the site as an RV Park and the allowance for wintertime, long-term stays will not exacerbate any issues or concerns regarding the presence of the floodplain. However, staff also recommends that the Board of Trustees consider placing a condition on any approval that requires the Applicant to provide a base flood elevation certification by a registered professional engineer.
- Water and sewer capacity to serve increased or more intense use of the property will need to be verified.
- Information regarding the Applicant’s plans to provide any additional amenities for long-term guests of the park should be considered (things like laundry facilities and/or co-working space; recreation or community rooms; open space trails and picnic areas).

- Information regarding any changes or upgrades to site improvements (lighting, wayfinding signage, landscaping), operations or management plans (addressing long-term stay issues of parking, trash, dispute resolution) should be provided for staff to review.

VI. Staff Recommendation and Suggested Conditions:

Staff suggests that the proposed amendment to the Middlefork RV Park Special Use Permit generally meets or exceeds a preponderance of the Town's Special Use Criteria.

Staff is **recommending approval** with conditions.

In the event the Town Board of Trustees votes to approve the Special Use Amendment request, staff respectfully suggests the following conditions of approval.

1. All previously approved conditions of approval (Resolution 16, Series), with the exception of any restrictions on the number of long-term stays, are valid and in force.
2. This Special Use Permit shall run with the land.
3. The Applicant work with Town staff to ensure that the existing access road, utilities and snow removal/management on and around the subject property are adequate and/or can be improved over time to adequately serve an increase in use of the property.
4. The Applicant provide a "Base Flood Elevation" study or certification from a professional, licensed engineer demonstrating that the subject property – or portions thereof – are not within a mapped floodplain or flood zone.
5. The Applicant provide additional details to staff regarding the type and design of units proposed for long-term occupancy as well as details regarding the operations and management plans for the property.
6. The Applicant work with Town staff to provide any additional details regarding improvements to landscaping, or RV park amenities such as laundry facilities, community rooms/co-working spaces, trails or open spaces.



DEVELOPMENT APPLICATION

TOWN OF FAIRPLAY
PO Box 267
FAIRPLAY, CO 80440
719-836-2622

APPLICATION TYPE

- | | |
|--|--|
| <input type="checkbox"/> Planned Unit Development | <input checked="" type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Architectural Review |
| <input type="checkbox"/> Zoning Map Amendment (Rezoning) | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Variance | |

APPLICANT INFORMATION

Applicant: Brandon Dardanis for Middlefork RV Park, LLC Date: 6-19-2020
Applicants Address: 255 U.S. Highway 285 Fairplay, CO 80440

Applicants Phone: 970-819-9594 Fax: _____
Email Address: brandon.dar@comcast.net

OWNER INFORMATION

Applicant's Relationship to Owner: Applicant is the Owner of Middlefork RV Park, LLC
Owner's Address: P.O. Box 460364 Denver, CO 80246

Owner's Phone: 970-819-9594 Fax: _____
Email Address: brandon.dar@comcast.net

PROPERTY INFORMATION

Address: 255 U.S. Highway 285 Fairplay, CO 80440
Parcel #: F-Revised
Subdivision: T09 R77 S34 SW34 The Samuel Mick Subdivision
Lot: _____ Block: _____
Existing Zoning: Commercial (C)
Number of Acres: 8.7170

PROJECT PROPOSAL

General Description of Project:

We believe there is a significant need for cost effective seasonal housing in the winter months in Fairplay. Employees looking for seasonal housing in the Fairplay/Breckenridge corridor face extreme challenges in finding a low-cost place to live. As well, people building homes or winter recreating in the Fairplay area also need an affordable place to live. We believe that we have a solution at the Middlefork RV Park to provide an affordable winter housing option. We are proposing an amendment to the Special Use Permit to allow that all spaces in the Middlefork RV Park be allowed for monthly stays for up to eight months on any one site, during the months of October through May each year. Currently, the Middlefork RV Park is allowed to have 15 spaces to be used for guests to stay for up to six months on any one site on a month to month basis. The use of these 15 spaces to be used in this capacity was a request by the previous owner and not a limitation mandated by the city. Our spaces are popular due to their affordability and central Fairplay location which is within walking distance to public transportation, Prather's Grocery Market, Ace Hardware, and several dining options.

SIGNATURES

I declare under the penalty of perjury that the above information is true and correct to the best of my knowledge.

Brandon Dardanis

6/22/20

Owner

Date

The owner and/or applicant must be present at all meetings and hearings. All public hearings must be properly noticed according to the Fairway Municipal Code. All submittal requirements must be met and signatures of all owners of the property must appear before the application will be accepted by the Town of Fairplay. Partnerships or corporations may have the authorized general partner or corporate officer sign the application. (Attach additional pages if necessary.)

NOTE: No application will be accepted or processed unless it is complete and all fees are paid. In the event the town must retain outside professional services to process or evaluate an application, the applicant shall bear the cost of same, inclusive of engineering and legal fees, in addition to the base application fee. A deposit to cover the reasonable anticipated costs for outside professional services may be required at the time of application. All applications shall be evaluated under the standards and requirements set forth in Section 15 of the Zoning Code and must be accompanied by seven (7) copies of a proposed site plan/plat prepared by a professional engineer or surveyor.

I hereby certify that I am the applicant named above and that the information contained herein and on any attachments hereto is in all respects true and accurate to the best of my knowledge and belief. I also understand that a building permit may not be issued for the property subject to this application until the application receives final approval by the Board of Trustees.

Brandon Dardanis

Applicant

FOR TOWN USE ONLY

Application Checklists

- Complete Application.
- Proof of Ownership (deed) for project property
- Written authorization from property owner(s) for agent (if applicable)
- Existing PUD plat/recording information
- Proposed site development plan/plat (7 copies). If there are structures on property, they must be on plat with all dimensions
- List of persons entitled to notice (by name and mailing address)
- Mailing envelopes (stamped and addressed) for persons entitled to notice
- Proposed development improvements agreement (if applicable). (3 copies)
- Fees and/or deposit
- Other _____

**TOWN OF FAIRPLAY, COLORADO
RESOLUTION #16
(Series 2017)**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, GRANTING APPROVAL OF THE APPLICATION FOR AMENDMENTS TO THE SPECIAL USE PERMIT FOR MIDDLE FORK RV RESORT

WHEREAS, on August 14, 2017, Richard Carroll for Middle Fork RV Resort (hereinafter referred to as Applicant) submitted an Application to the Town of Fairplay, Colorado, to amend the current Special Use Permit on Parcel F Samuel Mick Subdivision to allow the continued use of a conex container, RV storage, 15 spaces to be set aside for seasonal workers to stay for up to six months, and to expand the special use permit to include Parcel D Samuel Mick Subdivision, located at 255 U S Hwy 285, Fairplay, Colorado, and

WHEREAS, the Board of Trustees at its October 2, 2017, regularly scheduled meeting did review said application and did discuss and continue the public hearing to October 16, 2017, to consider additional evidence, and

WHEREAS, the Board of Trustees at its October 16, 2017, regularly scheduled meeting did discuss and approve of the granting of amendments to the Special Use Permit for Middle Fork RV Resort on Samuel Mick Subdivision Parcel F-Revised, located at 255 U S Hwy 285, and

WHEREAS, the Board of Trustees for the Town of Fairplay, Colorado, finds that notice of the public hearing on Applicant's application was properly and timely published and mailed as per Fairplay Municipal Code UDC Article IV, Section 16-4-10, and

WHEREAS, The Board of Trustees has evaluated the application in accordance with the standards set forth in the Fairplay Municipal Code UDC Article VI and reviewed, and considered recommendations, comments, and arguments of Town staff and the public, and

WHEREAS, the Board of Trustees finds and determines that the proposed special use will not adversely impact the neighborhood or the public safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO, THAT;

1. The applicant's request for an amended Special Use Permit for the Middle Fork RV Resort located on Parcel F-Revised of the Samuel Mick Resubdivision is hereby granted to allow 15 spaces to be set aside for seasonal workers to stay for up to six months on any one site, on a month to month basis. This special use permit does not allow for expansion of the RV Park.

2. The Board hereby determines that this Special Use Permit SHALL run with the land.
3. The conex container and the RV storage uses are permitted on Samuel Mick Subdivision Parcel D-Revised, and are not part of this Special Use Permit. The container and RV storage as noted above SHALL be removed from Samuel Mick Subdivision Parcel F-Revised. The moving of the conex and stored RVs shall be completed by June 30, 2018.
4. Safety Clause. The Town Board of Trustees hereby finds, determines, and declares that this Resolution is promulgated under the general police power of the Town of Fairplay, that it is promulgated for the health, safety, and welfare of the public and that this Resolution is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Board of Trustees further determines that the Resolution bears a rational relation to the proper legislative object sought to be attained.
5. Severability. If any clause, sentence, paragraph or part of this Resolution or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.
6. Effective Date. This Resolution shall become effective immediately.

RESOLVED, APPROVED AND ADOPTED this 16th day of October, 2017.

Gabby Lane, Mayor



(SEAL)

ATTEST:

Tina Darrah, Town Clerk



Town of Fairplay
901 Main Street • P.O. Box 267
Fairplay, Colorado 80440
(719) 836-2622 phone
(719) 836-3279 fax
www.fairplayco.us

June 26, 2020

Notice of Public Hearings
Regarding the following land use applications for the
Middlefork RV Park located at 255 US Highway 285 in the Town of Fairplay:

- 1) A Variance Request to the Fairplay Municipal Code Height Limitation**
- 2) Expansion of the Existing Special Use Permit**

This is to advise you that on Monday, July 7, 2020 at 6:00 p.m. the Board of Trustees for the Town of Fairplay will conduct public hearings at the Fairplay Town Hall, 901 Main Street, Fairplay, Colorado, concerning:

(Listed in order of hearings)

- 1) a variance request to exceed the municipal code prescribed height limitation of 25 feet by a maximum of 10 feet to place a freestanding sign.
- 2) a request to expand the existing Special Use Permit to allow the long-term rental of RV spaces during the months of October - May.

The applicant is Brandon Dardanis, owner of the Middlefork RV Park.

As an adjacent property owner, you may approve or object to the requested land use applications. You may appear at the Fairplay Board of Trustees meeting as noted above, or you may address your concerns to the Town of Fairplay, PO Box 267, Fairplay, CO 80440. Please call (719) 836-2622 with any questions.

Certificate of Mailing Attached.

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the foregoing Notice of Public Hearing for the following land use applications for the Middlefork RV Park located at 255 US Highway 285 in the Town of Fairplay: 1) a Variance Request to the Fairplay Municipal Code Height Limitation; and 2) expansion of the existing Special Use Permit to allow long term rental of RV spaces during the months of October - May, was placed in the United States mail, postage prepaid, first class, this 26th day of June 2020, addressed to:

Sch #45892
297 Hwy 285 LLC
PO Box 2049
Buena Vista, CO 81211

Sch #45539/Sch # 45903
Stan Kopunec
Paul Kampbell
PO Box 128
Fairplay, CO 80440

**Note that all other surrounding property is owned by the Town of Fairplay.

Tina Darrah – Town Administrator/Clerk

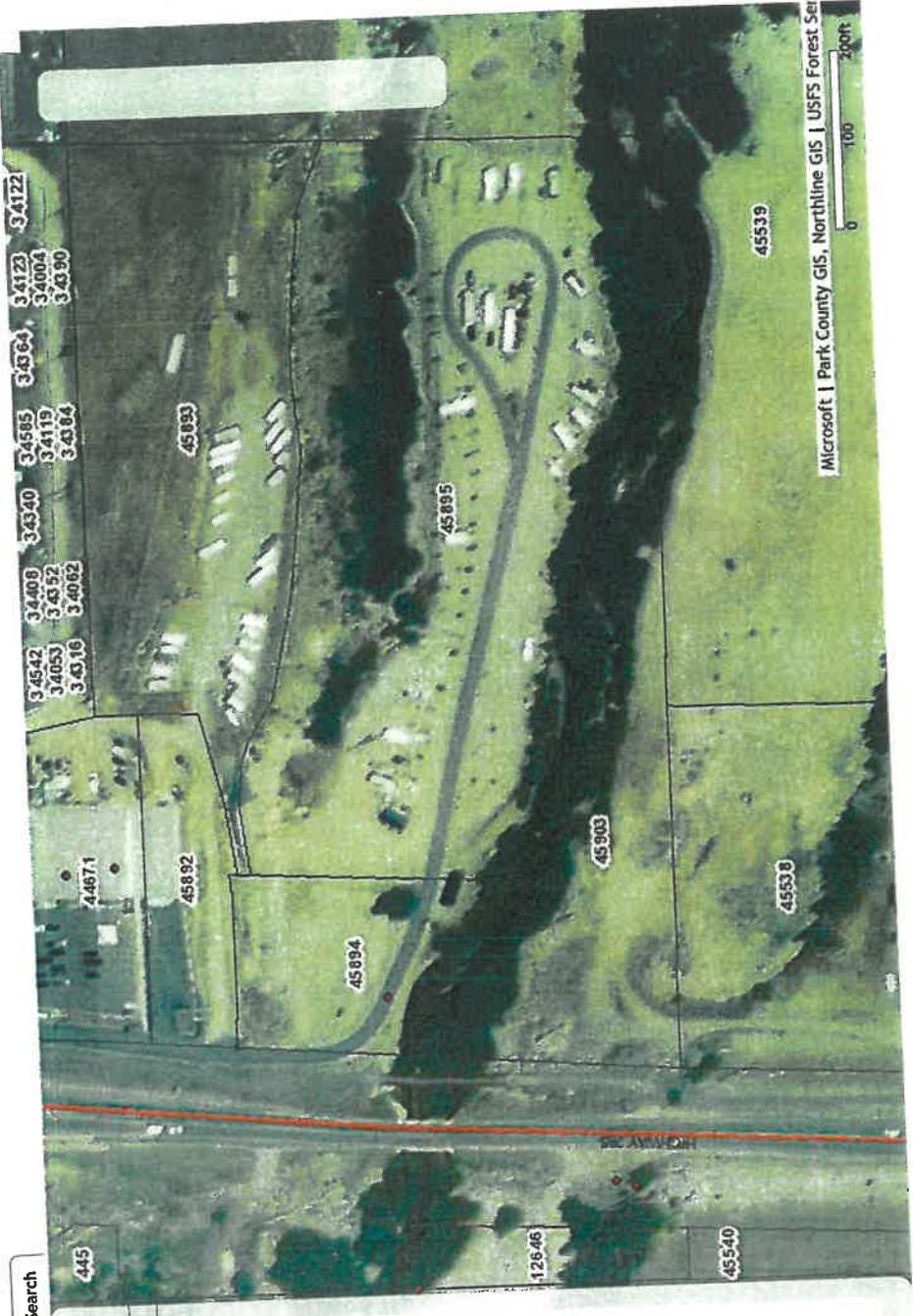
Park County, CO
 Park County Colorado | Snow Plow | Graded Routes | Road Search

Layers

Layers | Legend | Search | Measurement Widget | Draw & Measure | Lat/lon

Base Layers

- Imagery
- Imagery with Labels
- Streets
- Topographic
- Dark Gray Canvas
- Light Gray Canvas
- National Geographic
- Terrain with Labels



**NOTICE OF PUBLIC HEARING
BEFORE THE FAIRPLAY BOARD OF TRUSTEES
CONCERNING A VARIANCE REQUEST**

A public hearing will be held before the Fairplay Board of Trustees at the Fairplay Town Hall, 901 Main Street, Fairplay, Colorado, on July 6, 2020 at 6:00 p.m. concerning a Variance Request for Middlefork RV Park at 255 US Highway 285, Fairplay, CO. Specifically the Variance Request is to exceed the maximum allowed height as defined in the Fairplay Municipal Code of 25 feet by 10 feet for signage. The applicant for the variance Brandon Dardanis for Middlefork RV Park. For further information, please contact the Fairplay Town Hall at (719) 836-2622.

Published in the Fairplay Flume on June 26, 2020.

AFFIDAVIT

Regarding the Required Posting of Property:

HEARING ON: VARIANCE/SPECIAL USE PERMIT

Property Address: 255 US Highway 285, Fairplay, CO 80440

I, CARITS KASPER, hereby certify that I have posted the property located as stated above, with the proper notice for:

Public Hearing before the Town Board on July 6, 2020.

Date of Posting: 6/25/20

Date of Affidavit: 6/25/20



Town of Fairplay Staff



MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Kim Wittbrodt, Treasurer

RE: Audit Proposal

DATE: 7/1/2020

Attached please find an audit proposal from our current auditor, Mayberry & Company, LLC. Their four year contract with the Town expired after completion of the 2019 audit. I have not put a RFP out to other companies. In the past I only received a few proposals back and they were always much higher in price than Mayberry & Company. Mayberry & Company is familiar with our operations, is great to work with and is reasonable in price. Please review the proposal and if you are comfortable with it I will bring it to the next meeting for you approval.

Please contact me with any questions.

TOWN OF FAIRPLAY
REQUEST FOR PROPOSAL
AUDIT SERVICES
December 31, 2020

OFFERED BY:

MAYBERRY & COMPANY LLC
8310 South Valley Highway, Suite 300
Englewood, Colorado 80112
(303) 993-2199
Fax (720) 633-9763
E-mail tpmayberry@mayberrycpas.com

CONTACT PERSON:

Tim Mayberry, CPA
Principal

DATE
June 22, 2020

**TOWN OF FAIRPLAY
PROPOSAL
AUDIT SERVICES 2020**

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Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants
Governmental Audit Quality Center
and Private Company Practice Section

June 22, 2020

Town of Fairplay
Attn: Kim Wittbrodt, Town Treasurer
P O Box 267
Fairplay, CO 80440

Dear Kim:

We are pleased to respond to your inquiry for auditing services for the Town of Fairplay for the year ended December 31, 2020. We base our proposal on our knowledge of the Town of Fairplay from the information you have provided and our general knowledge of municipal audits in the state.

UNDERSTANDING OF THE WORK TO BE PERFORMED

Mayberry & Company, LLC will audit the basic financial statements for the year ending December 31, 2020, with optional renewals for the subsequent three years. This audit will be done in accordance with auditing standards generally accepted in the United States of America, and, if applicable, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, as necessitated.

The financial statements of the Town are the responsibility of the Board of Trustees. It is our responsibility to express an opinion on the financial statements based on our audit.

All our audit procedures will comply with the legal requirements of the Colorado statute for audits of local governmental units. Our audit will be in accordance with generally accepted auditing standards and will include tests of the accounting records and other such auditing procedures as we consider necessary to express an opinion on the financial statements.

We do not contemplate a detailed audit of all transactions nor do we expect that we will necessarily discover fraud, should any exist. We will, however, inform you of any finding that appears unusual or abnormal.

As a normal part of the auditing process, we will review the internal accounting structure, as well as review your overall financial operation.

MANAGEMENT LETTER

After our audit field work is complete, we will prepare a draft "management letter" to be submitted to management. The philosophy of this letter is to address policy issues and pertinent findings and offer some suggestions on how the financial operations can be improved. The tone of this communication will be affirmative. Although corrections may need to be made, the letter will focus on how the changes can easily be made.

COMMITMENT TO PERFORM THE AUDIT

Because of the extensive amount of governmental audits performed by the firm, we are aware of the unique time constraints related to audit submission and, accordingly, the audit would be performed to meet the time schedule of the Town and the requirements of the State Auditor's Office.

BACKGROUND AND QUALIFICATIONS

Mayberry & Company, LLC is a Colorado CPA firm with offices in Englewood, Colorado. Auditing comprises 95 percent of our practice and of this amount; the majority is for governmental and not-for-profit entities.

We are a solid, well-respected professional firm. We have both large regional CPA firm experience, as well as smaller firm experience which together provide an optimum combination of firm expertise with local firm personalized service.

Mayberry & Company, LLC strives to provide a senior management contact with our clients. Major portions of the audit will be performed by the partners of the firm. This unique audit approach allows us to place the best, most experienced people in the field where the problems and issues arise. We employ only experienced CPAs with several years of experience. These philosophies allow us to provide the best quality audit and maintain reasonable prices due to improved efficiencies.

Our firm concentrates in audits of governmental clients; we have become very knowledgeable and have developed software approaches that benefit the audit process. We have assisted audit clients in the areas of accounting and system design, budgetary questions, forecasts, TABOR implications, data processing feasibility studies, and software specification. We also help our clients stay up-to-date with recent tax law changes and regulations.

In addition, because of our background, we can provide valuable consultation on general day-to-day operational problems that local governments encounter.

Mayberry & Company, LLC is the best qualified firm because of the experience and qualifications of its staff members. All of our staff have multiple years of audit experience with governmental entities. The number of governments audited per year has ranged from ten to thirty per individual. Firm members have had governmental clients receive the GFOA and the ASBO awards for financial reporting. Many of the firm's governmental clients have Single Audits and staff members have had extensive experience with the Single Audit.

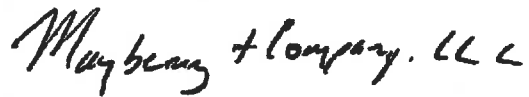
FIRM AND IRREVOCABLE OFFER

We are proposing all-inclusive fees for the December 31, 2020 audit and optionally the subsequent three years as noted in the attached. The fees presented in Appendix A represent a firm and an irrevocable offer.

CONCLUDING COMMENTS

Thank you for considering Mayberry & Company, LLC as the independent auditors for the Town of Fairplay. If you have any questions regarding this proposal, Tim Mayberry would be glad to discuss them with you.

Sincerely,

A handwritten signature in black ink that reads "Mayberry & Company, LLC". The signature is written in a cursive, slightly slanted style.

Mayberry & Company, LLC

DETAILED PROPOSAL

Independence

Mayberry & Company, LLC is independent of the Town of Fairplay as defined under the requirements of the AICPA and GAO.

License to Practice in the State of Colorado

The firm of Mayberry & Company, LLC and all key assigned staff listed in this proposal are licensed to practice public accounting in the State of Colorado and all licenses are currently active.

Firm Qualifications and Experience

We are a solid, well-respected professional firm. We have regional CPA firm experience, which provides an optimum combination of firm expertise with local firm personalized service.

Mayberry & Company, LLC provides ongoing partner and senior management contact with our clients. Major portions of the audit will be performed by the partners of the firm. This unique audit approach allows us to place the best, most experienced people in the field where the problems and issues arise. We employ only experienced CPAs with several years of experience. These philosophies allow us to provide the best quality audit and maintain reasonable prices due to improved efficiencies.

The audit will be managed onsite by a principal with over thirty years of audit experience with governmental entities. Firm members have had governmental clients receive the GFOA and the ASBO awards for financial reporting.

The firm is presently comprised of the following staffing:

<u>Professional Position</u>	<u>Staff Number</u>
Principals	1
Managers	1
Support Staff	2

The above listing is the individuals which are involved in the governmental audit staff. We anticipate one member will be engaged in a full time position (see description of staff in the next section). The remaining staff would be available as back up personnel.

The audit will not be done as a joint venture of public accounting firms.

Peer Review

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. We have finalized our Peer Review for 2020 and we are awaiting the final response from the Society.

In addition to the external peer review, all audit work is reviewed by the in-charge principal as well as having a concurring review performed by the non-engagement partner.

Partner, Supervisory and Staff Qualifications and Experience

We have selected an audit team that we feel will be effective and efficient for the audit. The persons and positions are as follows:

We anticipate there will be two members of our government audit staff who will be employed in this audit. The principal has multiple years of experience conducting and managing governmental audits. The individuals that will participate in the Town's audit are:

Tim Mayberry, Principal

The firm's belief is that governmental audits are a complex specialized industry and cannot be staffed primarily with entry level auditors. Accordingly, it is anticipated that the audit principal will be onsite during the majority of audit fieldwork. We have experienced no turnover of staff with the current firm with the partners and audit manager transitioning from our previous affiliation. However, if staff turnover occurs, that position will be replaced with similarly qualified staff.

All licensed professional staff have met the continuing professional education requirements of eighty hours every two years with twenty four hours in governmental accounting and auditing standards.

The quality of the above staff will be assured due to the involvement of the principals of the firm and the emphasis on the need to always have experienced staff on site due to the specialized industry needs of governmental auditing.

See the resume section for further information on the audit team.

Continuing professional education has included courses such as:

- AICPA National Governmental Conference
- AICPA Governmental Audit & Accounting Update
- AICPA Workpaper Techniques for Governmental and Not-for-Profit Engagements
- CSCPA Governmental Conference
- Fraud in the Governmental and Not-for-Profit Environments
- Internal Control and IT
- Statements on Auditing Standards Update
- Creating an Ethical Work Environment

Prior engagements with Town of Fairplay

Within the last five years the firm has performed the audits for the Town of Fairplay.

Similar Engagements with Other Governmental Entities

In addition, the firm audited as of and for the year ended December 31, 2019 over 20 cities, towns, and special districts:

- 1) Engagement Client: City of Montrose
Engagement Principal: Tim Mayberry
Scope of Work: Single Audit
Date: 2008 - Present
Total Staff Hours: 160
Name and Number of Client Contact:
Shani Wittenberg, Finance Director, (970) 240-1462
- 2) Engagement Client: City of Delta
Engagement Principal: Tim Mayberry
Scope of Work: Basic Financial Statements
Date: 2008 - Present
Total Staff Hours: 160
Name and Number of Client Contact:
Tod DeZeeuw, Finance Director, (970) 874-7908
- 3) Engagement Client: Upper Blue Sanitation District
Engagement Principal: Tim Mayberry
Scope of Work: Basic Financial Statement Audit
Date: 2006 - Present
Total Staff Hours: 40
Name and Number of Client Contact:
Marjorie A Borshina, Administrative Assistant, (970) 453-2723
- 4) Engagement Client: Town of Alma
Engagement Principal: Tim Mayberry
Scope of Work: Basic Financial Statement Audit
Date: 2000 - Present
Total Staff Hours: 120
Name and Number of Client Contact:
Nancy Comer, Town Administrator, (719) 836-2712
- 5) Engagement Client: Town of Ault
Scope of Work: Basic Financial Statement Audit
Date: 2012 - Present
Total Staff Hours: 150
Name and Number of Client Contact:
Sharon Sullivan, Town Clerk/ Treasurer, (970) 834-2844

Specific Audit Approach

The four key processes listed below are used in the completion of all of our audits. For the Town's audit, all procedures will be performed by either a firm principal or audit manager. Some of the areas may be expanded depending upon the nature of the client. The following also includes the estimated hours to perform the Town's audit.

	<u>P</u>	<u>M</u>	<u>A</u>
1) <u>AUDIT PLANNING</u>			
- Entrance conferences	X	X	
- Documentation of control systems		X	
- Walk through of systems		X	
- Identification of audit risks	X	X	
- State compliance requirements	X	X	
- Writing of audit plan modification	X	X	
2) <u>AUDIT EXECUTION</u>			
- Performance of control procedures		X	
- Grant and statutory testing	X	X	
- Verification procedures	X	X	
- Final analytical review	X	X	
- Conclusions on account balances	X	X	
- Clearing of prior audit comments			
3) <u>AUDIT EVALUATION</u>			
- Evaluation of audit plan and review	X	X	
- Drafting of comments	X	X	
- Preliminary exit conferences	X	X	
4) <u>AUDIT REPORTING</u>			
- Financial statement preparation		X	
- Financial statement review	X	X	X
- Formal exit conferences	X	X	
- Finalizing of audit comments	X		
- Presentation to Board	X		

Sampling for attributes and variables would be used in the engagement based upon to the size and complexity of the Town's accounting system. The actual size of the samples would depend upon the anticipated error in the universe reviewed and will be adjusted accordingly if errors are found. Judgment sampling would be used when appropriate or in the case of risk assessment procedures. Normal sample sizes would include a minimum of 40 items.

The firm has developed specialized computer templates for both work papers and the audit report. These templates have been developed over a number of years based on our extensive audit practice, and are utilized in substantiating the clients activity using a consistent methodology, and help in reducing the time for some procedures. The firm audit software is ProSystem F/X Engagement, which is a paperless system.

The analytical review procedures for the Town will be performed by the computer templates mentioned in the previous paragraph. These analyses have been built specifically for governmental entities. This tool plus the experience of the partners makes analytical procedures a very effective audit procedure.

Control procedures documentation will be done primarily in a narrative form but may be supplemented by questionnaires or flow charts where deemed more beneficial. Town policy and procedure manuals will be utilized to ease the burden on Town staff, but will be tested and verified by audit personnel. As additional risk assessment procedures must now be performed, this area will be a primary focus of our interim fieldwork.

Internal control weaknesses and system exceptions will be reported based upon professional judgment and could be reported as oral communication, control comment in the management letter or a reportable condition in the auditors' opinion. All exceptions as discovered will be discussed with Town management and agreement will be made as to the cause, effect and recommendation to correct the problem.

Laws and regulations that will be tested will be taken from guidance given in the General and Specific requirements given in the OMB Compliance Supplement, if applicable, as well as those contained in Colorado statutes.

Identification of Anticipated Potential Audit Problems

Potential problems include: dissemination and approval of electronic information, compliance with grant requirements, collection and reporting of GASB information, and the evaluation and risk of fraudulent transactions and reporting.

If any problems arise during the audit process, our approach to resolution will be discussed and agreed upon with Town's management. The firm has continual contact with the entities it serves. Issues and questions are discussed and resolved on a current and continuing basis.

When any special assistance is required from Town, the firm responds with the appropriate research and resources.

The firm strives to limit additional fee billings related to unanticipated problems that are encountered. There are few things that are discovered that have not been encountered during previous engagements. Due to our experience, it is rare that additional services are billed as part of the audit process. We have provided consulting services or specific focused audit services outside the scope of the financial statement audit, but those fees are contracted outside the audit process. We generally find that periodic communications that occur throughout the year, which are provided as part of the audit fee, benefit both parties in resolving issues as they occur, and go a long way in making the audit process as smooth as possible.

APPENDIX A
SCHEDULE OF HOURS AND PROPOSED FEES

MAYBERRY & COMPANY, LLC

**DOLLAR COST PROPOSAL
TOWN OF FAIRPLAY
SUMMARY OF PROFESSIONAL FEES AND EXPENSES**

FOR THE YEARS ENDING DECEMBER 31, 2020 THROUGH 2023

Year	Basic Audit	Single Audit (If Reqd)	Total All Inclusive Fees
2020	8,750	3,250	12,000
2021	9,000	3,250	12,250
2022	9,275	3,250	12,525
2023	9,550	3,250	12,800

Fees for special compliance letters generally range from \$500 to \$750 per occurrence, depending on the complexity of the requirements. Fees for the review of routine bond issuance documents are normally \$250.

Certification: Timothy P. Mayberry is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the Town.

APPENDIX B
RESUMES

Timothy P. Mayberry

Education: BS Business Administration and Accounting, University of Northern Colorado, Greeley, Colorado

Current Responsibilities: Principal in the public accounting firm of Mayberry & Company, LLC.

Other Related Training/Education: Certified Public Accountant in the State of Colorado. Member of the American Institute of Certified Public Accountants and the Colorado Society of CPA's. Has completed continuing education courses in governmental and not-for-profit accounting and auditing, and tax return preparation.

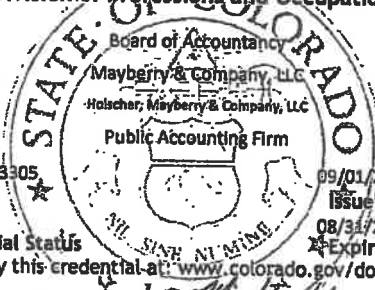
Professional Experience: Mr. Mayberry has over thirty years of experience with local public accounting firms providing audit and consulting services to governmental and not-for-profit clients.

He has assisted clients in software selection and implementation, and computer system efficiency.

He would function as audit principal. He has many years' experience in all aspects of the audit function, including Single Audits. In addition, he has tax return experience with individual and commercial entities.

APPENDIX C
FIRM LICENSE

Colorado Department of Regulatory Agencies
Division of Professions and Occupations



FRM.0013305

Number

Active

Credential Status

Verify this credential at: www.colorado.gov/dora/dpo

09/01/2017

Issue Date

08/31/2020

Expire Date

Ronne Hines 18 *Mayberry & Company LLC*
Division Director Ronne Hines Credential Holder Signature



MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Tina Darrah, Town Administrator/Clerk

RE: Worksession regarding Potential Expansion of Middlefork RV Park

DATE: July 2, 2020

This work session is planned as an opportunity to discuss the potential expansion of the Middlefork RV Park. This is an opportunity for high-level discussions regarding conceptual design, density, etc. Town Planner, Scot Hunn, will be present (likely virtually) to guide the discussion and make sure it stays on track.

